

WASHINGTON STATE

COMPREHENSIVE EMERGENCY

MANAGEMENT PLAN



**Washington State Military Department
Emergency Management Division**

Edition II – March 2003

WASHINGTON STATE
EMERGENCY CONTACT NUMBERS


If immediate state emergency or disaster assistance is required, contact the Washington State Military Department, Emergency Management Division:

24-hour Emergency Telephone: (253) 912-4901 or 1-800-258-5990
(Not for general public release.)

E-mail dutyofficer@emd.wa.gov

CEMNET: Channel 1 – 45.20 MHz
Channel 2 – 45.36 MHz
Channel 3 - 45.48 MHz, State EOC

Depends on
where caller is
located



ACCESS: OLYEM

NAWAS: Washington Warning Point

Satellite Phone 1-888-862-8459

The *Washington State 2002 Comprehensive Emergency Management Plan* will be distributed on a compact disc, along with the *Comprehensive Emergency Management Planning Guide*, the *Hazard Identification and Vulnerability Assessment*, the *Mutual Aid and Interlocal Agreement Handbook*, and the *Mitigation Strategy*. Also, all-above referenced documents will be available on the Emergency Management Division's website: www.emd.wa.gov.

Annex A – Terrorism and ESF 8, Appendix 1, National Pharmaceutical Stockpile Reception and Distribution Plan have a restricted distribution and are published separately due to the sensitive information contained therein.

GARY LOCKE
Governor




STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 753-6780 • www.governor.wa.gov

November 1, 2002

TO: Directors of State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils

FROM: Gary Locke, Governor 

SUBJECT: Letter of Promulgation - 2002 Washington State Comprehensive Emergency Management Plan

With this notice, I am pleased to officially promulgate the *2002 Washington State Comprehensive Emergency Management Plan* (CEMP). One of a family of plans published by the Washington Military Department's Emergency Management Division, the CEMP is the framework for statewide mitigation, preparedness, response, and recovery activities. Its intent is to provide a structure for standardizing plans statewide and to facilitate interoperability between local, state, and federal governments.

Every effort has been made to ensure that it is compatible with the Federal Emergency Management Agency (FEMA) and the Revised Code of Washington, Chapter 38.52. Its format supports the Federal Response Plan. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, state, tribal, federal. Volunteer, public, and private sector organizations. It also contains detailed information on participant Emergency Support Functions, also known as single function activities. By coordinating all phases of emergency management, the plan will help minimize the impacts of disasters and other emergencies in Washington. I believe it will be a significant tool for saving lives, protecting property, sustaining the economy, and preserving the environment.

Finally, it is a reminder to directors of state agencies, boards, baccalaureate institutions, commissions, and councils of their two primary goals in emergency management: to support local jurisdictions through the state Emergency Operations Center, and to maintain a comprehensive internal process for conducting daily business before, during, and after a catastrophic event.

Thank you for your involvement in this worthwhile endeavor.

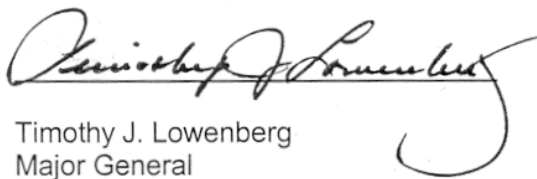
Attachment

FOREWORD

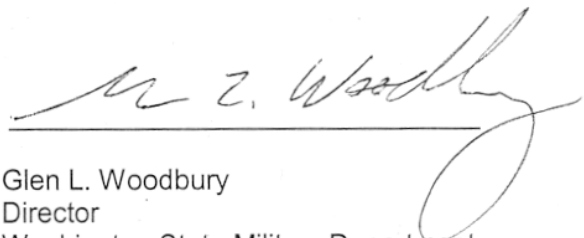
The Washington State Military Department sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revision and publication of the 2002 Washington State Comprehensive Emergency Management Plan (CEMP). Coordination of the Plan represents a committed and concerted effort by state agencies and local jurisdictions to emergency management. The Plan demonstrates the ability of a large number of agencies to work together to achieve a common goal. The CEMP is intended as a comprehensive framework for statewide mitigation, preparedness, response, and recovery activities.

The CEMP was revised through the synergistic efforts of over 40 state agencies, State Agency Emergency/Disaster Liaison Coordinators, Emergency Management Division staff, American Red Cross, local jurisdiction emergency managers and staff, and interested volunteers. The Emergency Management Division coordinated with these groups to provide a forum for those with identified responsibilities in the CEMP. They participated in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance state emergency management capabilities.

The CEMP is one of the many efforts to prepare all people in Washington State for emergencies or disasters. The CEMP is formatted to be consistent with the Federal Response Plan, complete with Emergency Support Functions (ESFs), or single function activities. This is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. The Plan stresses the four phases of emergency management to accentuate that we are at all times emergency managers. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of Washington State. Our sincere thanks and congratulations to all who have made this possible.



Timothy J. Lowenberg
Major General
The Adjutant General
Washington State Military Department



Glen L. Woodbury
Director
Washington State Military Department
Emergency Management Division

**WASHINGTON STATE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
DISTRIBUTION PAGE**

This Plan will be distributed by compact disc to all participating state agencies, city and county emergency managers, American Indian Tribes, selected federal government agencies, selected provincial and other state organizations, American Red Cross and other volunteer organizations, Washington State Library system, private organizations, and other interested individuals.

See Appendix 7, Distribution List, for full distribution detail.

**WASHINGTON STATE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
CEMP SUGGESTIONS FORM**

Dear CEMP Reader:

Fill in your name, title, agency, address, phone, and fax number. There are three review sections: (1) Basic Plan, (2) Appendices, and (3) Emergency Support Functions. Fill in the blanks regarding the location of information in the plan being reviewed. Attach marked-up copies to this sheet with any suggested changes for each of the three separate sections. Make other suggestions or comments in the space provided below. Add extra sheets as necessary. Thank you for your contribution efforts and for taking the time to make the next CEMP great! Mail to:

CEMP Coordinator
Washington State Military Department
Emergency Management Division
Building 20
Camp Murray, WA 98430-5122

Name: _____ Title: _____ Agency: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone: (____) _____ FAX: (____) _____

Email: _____

Basic Plan: ____ Appendices: ____ ESFs: ____

Chapter: ____ Section: ____ Paragraph: ____

Suggestions or Comments:

WASHINGTON STATE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Record of Revisions

Change #	Date Entered	Contents of Change	Initials
Edition II	May 2002		EMD
Change I	March 2003	Pagination of entire CEMP has been altered due to reformatting & minor editing changes. To allow for this, all future changes will be issued by section.	JN - EMD
	March 2003	Table of Contents – Corrected to reflect changes in pagination	JN -EMD
	March 2003	Basic Plan – Description of Department of Health's Agency Responsibilities	JN - EMD
	March 2003	Basic Plan, Appendix 5 – Updated SEPA citations	JN - EMD
	March 2003	Distribution List – Addresses Corrected	JN - EMD
	March 2003	ESF 21 – Updated Supplementary RRTF Members, Section IV, Part B, #2, C to be Director of the Department of Agriculture.	JN - EMD

WASHINGTON STATE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

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WASHINGTON STATE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. INTRODUCTION

A. Mission

Minimize the impacts of emergencies and disasters on the people, property, environment, and economy of Washington State.

B. Purpose

Establish emergency management functions and the responsibilities of the Washington State Military Department, Emergency Management Division (EMD), state agencies, commissions, boards, and councils. This document is a comprehensive plan for statewide mitigation, preparedness, response, and recovery activities.

C. Scope

This Plan considers the emergencies and disasters likely to occur as described in the *Washington State Hazard Identification and Vulnerability Assessment (HIVA)* and describes:

1. Functions and activities necessary to implement the four phase of emergency management – mitigation, preparedness, response and recovery.
2. Responsibilities in relation to federal disaster assistance programs under Public Law 93-288, as amended, Chapter RCW 38.52, and other applicable laws.
3. Use of government, private sector, and volunteer resources.

D. Organization

1. Emergency management in Washington State is organized as shown in the *Comprehensive Emergency Management Plan (CEMP)*, Basic Plan, Emergency Management Organizational Chart, Figure 1 of Appendix 1 and operates in accordance with the Emergency Management Operational Chart, Figure 2 of Appendix 1. Under Chapter 38.52 - Emergency Management, the Military Department is responsible for carrying out all emergency management functions to mitigate, prepare for, respond to, and recover from emergencies and disasters resulting from natural and technological hazards. These responsibilities exclude those for which the military is responsible and preparation for nuclear attack.
2. The Governor appoints an Emergency Management Council (EMC) consisting of no more than 17 members. The Council includes representatives from city and local government, sheriff and police departments, the Washington State Patrol, the Military Department, the

Department of Ecology, state and local fire departments, state and local emergency management, and private industry, as well as experts in seismic safety, search and rescue volunteers, medical professionals, and building officials. It is the Council's responsibility to advise the Governor and the Director of the Military Department about issues relating to emergency management.

3. The State Emergency Operations Center (EOC) is staffed 24 hours per day 7 days per week by EMD Operation's Officers. During an emergency or disaster the EOC assumes enhanced operations under the incident command system. The severity of the incident determines the level at which the EOC is staffed. Detailed state EOC procedures and organizational chart are in the EMD Emergency Operations Procedures found under Procedures and Plans on the EMD homepage, www.emd.wa.gov
4. The CEMP utilizes Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the state and local jurisdictions may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster. The CEMP consists of:
 - a. The Basic Plan, which identifies policies and concepts of operations that guide the state's mitigation, preparedness, response, and recovery activities.
 - b. The Appendices, which describe emergency management activities and provide additional details to the Basic Plan.
 - c. The ESFs, which describe the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of activities.

II. POLICIES

A. Authorities

This plan is developed, promulgated, and maintained pursuant to the following state and federal statutes and regulations:

1. Code of Federal Regulations Title 44, Part 205 and 205.16.
2. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
3. Public Law 96-342, Improved Civil Defense 1980.
4. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

5. Public Law 920 Federal Civil Defense Act of 1950, as amended.
6. Chapter 38.08, RCW, Powers and Duties of Governor.
7. Chapter 38.12 RCW, Militia Officers.
8. Chapter 38.52 RCW, Emergency Management.
9. Chapter 38.54 RCW, Fire Mobilization.
10. Chapter 43.06 RCW, Governor's Emergency Powers.
11. Chapter 43.105 RCW, Washington State Information Services Board (ISB).
12. Title 118, WAC, Military Department, Emergency Management.
13. Public Law 105-19 Volunteer Protection Act of 1997.

Also see Appendix 3, References.

B. Assignment of Responsibilities

1. This plan presents the responsibilities of state agencies and other organizations, and are listed in the CEMP Basic Plan under Section V. - Responsibilities.
2. ESFs establish mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one agency or joint agencies. Additionally, each ESF has supporting agencies who assist the Primary Agencies. ESFs 1-19 correspond to the Federal Response Plan (FRP) numbering system with 1-12 currently used and 14-19 reserved for future additions. ESFs 20-25 are used by Washington State.

C. Limitations

1. The state's goal is to mitigate and prepare for the consequences of hazards, and respond and recover in the event of an emergency or disaster. However, state resources and systems may become overwhelmed in the event of a major incident.
2. There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Emergencies or disasters can occur causing human suffering, injury and death, property damage, environmental degradation, loss of essential

services, economic hardship and disruption to state, local, and tribal governments, as well as other governmental entities.

2. The Washington State HIVA provides information on the natural and technological (human-caused) hazards throughout the state. The HIVA assesses the state's vulnerability to hazards, provides a methodology for analyzing hazards, and provides the basis for this Plan.
3. Washington State is vulnerable to the natural hazards of avalanche, drought, earthquake, flood, landslide, severe storm, tsunami, volcano, and wildland fire.
4. Washington State is vulnerable to many technological (human-caused) hazards associated with abandoned underground mines, chemicals, civil disturbances, dam failures, hazardous materials, pipelines, radiological releases, terrorism, transportation incidents, and urban fires.

B. Planning Assumptions

1. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.
2. The state may be unable to satisfy all emergency resource requests during a major emergency or disaster.
3. Citizens, businesses, state agencies, and industries will provide their own resources for the first three days of an emergency or disaster.
4. Local jurisdictions will comply with the intent of Chapter 38.52 RCW and Title 118 WAC, and will:
 - a. Establish procedures for continuity of government.
 - b. Establish an emergency management organization and facility.
 - c. Prepare plans and procedures and maintain a comprehensive emergency management program.
 - d. Communicate with the state EMD EOC on the status of activities during or following any emergency or disaster.
 - e. Issue local emergency proclamations and request state assistance when appropriate.
 - f. Preserve essential records.
5. State agencies will have their own comprehensive emergency management program that enables them to:
 - a. Establish procedures for continuity of government.

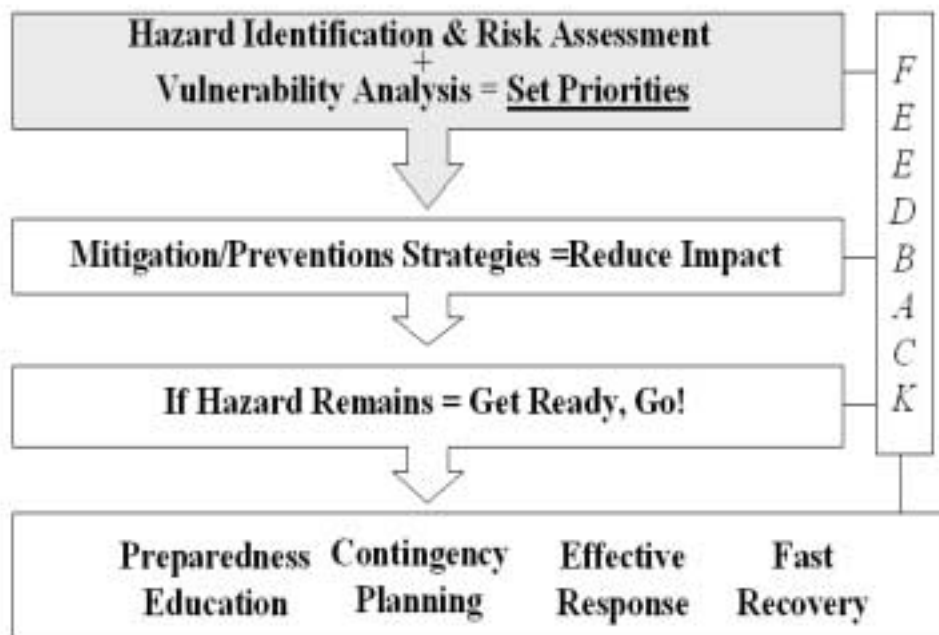
- b. Support local jurisdiction responders by staffing the state EOC.
 - c. Support the state's emergency management mission.
 - d. Communicate with the state EOC.
 - e. Provide situation reports to convey damage assessment and ability to accomplish their functional role during an emergency or disaster.
 - f. Develop and implement policies that reduce the effects of an emergency or disaster.
6. Federal assistance will be available for disaster response and recovery operations under the provisions of the FRP and Public Law 93-288.

IV. CONCEPT OF OPERATIONS

A. General

1. An integrated emergency management approach involves hazard identification, risk assessment, and vulnerability analysis. An important emergency management step is setting priorities and moving toward reducing potential impact of the worst hazards. This is done through mitigation and prevention strategies, which are the pervasive functions from which all preparedness, response, and recovery activities must flow. This process requires in-depth risk assessment and vulnerability analysis of all potential hazards.
2. This process to integrate emergency management processes is described in the following chart. The hazard identification and risk assessment involves identifying the types of hazards, likelihood of occurrence, location, impact, and strength. Risk assessment is the measure of the probability that damage to life, property, economy, and environment will occur if a hazard manifests itself. Vulnerability describes exposure to a threat. The distinction between risk and vulnerability is important. A home located in a 500-year floodplain could be considered vulnerable to a 500-year flood although the risk of that flood happening may be low. The risk of a park located in a floodplain being struck by a flood may be quite high, but the park would not be considered vulnerable to damage because the flood's effect upon it would be small. Vulnerability is a measure of what and how much you stand to lose. The vulnerability analysis identifies and quantifies what is susceptible to damage.
3. If mitigating a hazard is not possible, then emergency managers must be ready to prepare, respond, and recover. This process enhances and focuses the get ready and go activities.
4. The goal, in simplest terms, is to define the problem, try to stop the impact of the problem, and then get ready to respond and recover from those impacts that are not preventable.

An Integrated Emergency Management Approach



5. The Director of the Washington State Military Department is responsible to the Governor for carrying out the emergency management program for the state. The Director shall coordinate the activities of all organizations for emergency management within the state, and shall maintain liaison with, and cooperate with emergency management agencies, organizations of other states, and the federal government.
6. Emergency management in Washington State is conducted under the four emergency management phases: mitigation, preparedness, response, and recovery.
7. The Washington State CEMP describes emergency management functions and responsibilities of state agencies and volunteer organizations. The state will coordinate resources to support state agencies, cities, counties, towns, and tribal governments with either state, mutual aid, or federal government resources.
8. Hazard-specific plans may apply to specific incidents. These plans will be published separately and will be consistent with the Washington State CEMP. Several hazard-specific plan titles are: the *Washington State Department of Ecology's Oil Spill Response Plan*, the *Northwest Area Contingency Plan*, the *Washington State Fire Services Resources Mobilization Plan*, the *Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan*, and the *Draft Washington State Hazard Mitigation Strategies and Policies Document*. Other hazard-specific plans are identified in Appendix 3, References.

9. Local Organizations or Jurisdictions
 - a. RCW 38.52.070, directs the establishment of local organizations or jurisdictions for emergency management in accordance with the Washington State CEMP. These organizations have the responsibility of coordinating emergency management activities.
 - b. Local organizations or jurisdictions assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements as provided in local emergency or disaster preparedness plans. All such plans should be consistent with this Plan and RCW 38.52.070.
 - c. At the onset of an emergency or disaster, local organizations and jurisdictions should communicate with each other and describe what response efforts are being conducted. Counties should provide situation reports and damage assessments to the state EOC. Cities should make reports to their county EOC.
10. State
 - a. Washington State conducts operations in accordance with:
 - (1) The Emergency Management Organizational Chart, Figure 1, Appendix 1;
 - (2) The Emergency Management Operational Chart, Figure 2, Appendix 1;
 - (3) The Emergency Support Function Participating Agency Responsibilities Matrix Chart, Figure 3, Appendix 1;
 - (4) The WAC 118.30.060 CEMP Annex List (1985), Figure 5, Appendix 1. See Appendix 1, for Direction and Control details.
 - b. The state EOC establishes response and recovery support priorities. Priorities are determined by the extent, size, duration, and complexity of the emergency or disaster and the availability of resources.
 - c. At the onset of an emergency or disaster, state agencies will communicate and assess response efforts. Agencies with agency ESF responsibility will activate their procedures. State agencies will provide situation reports and damage assessments to the state EOC.
 - d. The state EOC is operates under the Incident Command System (ICS) and consists of functional areas: Executive, Supervisory, Operations, Administration and Finance, Logistics, Public Information, and Information Analysis and Planning. Other areas may be added as warranted.

- e. The phase of EOC operations is dictated by the size and complexity of an event.
 - (1) Phase I - Routine Operations. 24-hour, 7-day a week Operation's Officers.
 - (2) Phase II - Enhanced Operations. Operation's Officers and selected Emergency Management Division and state agency staff.
 - (3) Phase III - Full Operations. Operation's Officers and Emergency Management Division, state agency, and other agency staff.
 - (4) Phase IV – Catastrophic Operations. State, federal, local and volunteer staff.

11. Federal

- a. The Federal Emergency Management Agency (FEMA) provides federal coordination, planning, training, and funding to support state and local jurisdiction efforts. The U.S. Army Corps of Engineers, Federal Highway Administration, and others can assist the state.
- b. In the event that the capabilities of state government are exceeded, federal disaster or emergency assistance may be requested. FEMA coordinates federal response activities in accordance with the FRP, and federal recovery assistance as prescribed in Public Law 93-288, as amended.
- c. Federal agencies use ESFs to support the state and local jurisdictions.

B. Emergency Management Concepts

- 1. The state EOC obtains and coordinates resources for state agencies and local jurisdictions responding to an emergency or disaster.
- 2. The local jurisdiction can request state or federal assistance through the state EOC, when public, private, mutual aid, and interlocal agreement resources are depleted. State agency responsibilities include maintaining an internal comprehensive emergency management program which supports continuity of government and fulfilling ESF support roles.
- 3. The Governor may proclaim a "State of Emergency" for a portion of the state or the entire state and invoke response and recovery actions. The Governor's proclamation allows expeditious resource procurement and directs maximum use of state assets. Recommendations for a proclamation of emergency are made by the Director of the Military Department or from a state agency through the state EMD.

4. Coordination

- a. The Director for EMD coordinates the activities of state agencies with emergency support function responsibilities and cooperates with other state, provincial, and federal emergency management organizations.
- b. Each state agency appoints a primary and alternate State Agency Emergency/Disaster Liaison Coordinator to coordinate emergency management activities in the state EOC.
- c. After a proclamation of a major emergency or disaster, whether Presidentially declared or not, the Governor will appoint a State Coordinating Officer (SCO) to coordinate state and local disaster assistance efforts.
- d. The Governor shall designate, after a Presidential Declaration, the Governor's Authorized Representative (GAR) who shall administer federal disaster assistance programs to state, local jurisdictions, and other grant or loan recipients. The SCO and GAR can be the same person.

C. Direction and Control

1. Direction and control provide supervision, authority, coordination, and cooperation of emergency management activities to ensure the continued operation of government and essential services during emergencies.
 - a. Operational direction and control of response and recovery activities within local jurisdictions is conducted by on-scene incident commanders who report to the local jurisdiction's EOC. Requests for assistance after public, private, and mutual aid or interlocal agreement resources are exhausted, should be requested by the county to the state EOC. Requests for assistance from cities that are independently recognized by the state as separate emergency management jurisdictions are made directly to the state EOC after public, private, mutual aid and interlocal agreement resources are exhausted.
 - b. Operational direction and control of emergency management response and recovery activities within state agencies is conducted by the agencies' on-scene incident commanders. Requests for medical assistance should be directed to the jurisdiction in which the facility is located. Damage to leased facilities should be reported and assistance requested from the owner of the building(s). Loss or disruption to utilities should be reported to the utility. All other requests for assistance should be through the state agency to the state EOC.
2. The Governor's emergency powers are listed in RCW 43.06.010(12). The law provides in part: "The Governor, may, after finding that a disaster exists within this state or any part thereof which affects life, health,

property, or the public peace, proclaim a state of emergency in the area affected and the powers granted the Governor during a state of emergency shall be effective only within the area described in the proclamation."

3. Continuity of government, direction, control, and coordination shown in Appendix 1, Figures 1 - 4.

Figure 1	Emergency Management Organizational Chart.
Figure 2	Emergency Management Operational Chart.
Figure 3	Emergency Support Function Participating State Agency Responsibilities Matrix.
Figure 4	CEMP/ESF/WAC 118.30.060 Annex Cross Reference Chart.

D. Emergency Operations Facilities

1. Counties and Cities

Counties in Washington State have emergency management organizations and plans according to RCW 38.52.070. Most incorporated cities are part of the county wide emergency management organization and plan. They are organized under the incident command system and have designate primary and alternate emergency operations centers.

2. State

- a. The state EMD operates the state EOC for coordination of the state's actions during an emergency or disaster. The primary state EOC is located at Camp Murray, Building 20, with a 24-hour-a-day warning and communications capability. The location of the alternate emergency operations centers is determined as conditions dictate.
- b. The state EOC may be activated when a state agency, county, or city EOC is activated. The decision to activate the state EOC can be made by the Governor, The Adjutant General, the Director of the state EMD (or a designated representative), or the EMD Operation's Officer.
- c. State agencies staff the state EOC during activations.

3. Federal

- a. FEMA Region X in Bothell, Washington, provides assistance to the state during emergencies and disasters.
- b. FEMA, under the authority of the Public Law 93-288, establishes Disaster Field Offices (DFOs) to coordinate federal resources and Disaster Application Centers (DACs) to provide assistance to individuals, families, and businesses.

E. Mitigation Activities

1. Mitigation is the actions that reduce or eliminate long-term risk to the people, property, environment, and economy from natural and technological hazards. The *Washington State Hazard Mitigation Strategy* (HMS) provides a framework to demonstrate that mitigation is often the most cost effective and environmentally sound approach to reduce future loss. State agencies are required to assist EMD in the development, implementation, and maintenance of the HMS. The goal of the HMS is to maximize the disaster resistance of Washington State citizens, communities, businesses, and government through all-hazard planning and budgeting. The HMS shows how to identify, develop, implement, and evaluate strategies that reduce statewide vulnerability to natural and technological hazards. Chief among the strategies is state-sponsored hazard mitigation efforts
2. Mitigation strategies counter the hazards in the HIVA. They incorporate the information gathered from state agencies, private sector, and the public following disasters and emergencies.
3. State agencies are required to:
 - a. Review the HMS annually.
 - b. Coordinate the completion of recommendations for which they have lead responsibility and educate their staff regarding their agencies responsibilities.
 - c. Report completed recommendations as soon as possible and provide an annual update, by August 31 of each year, on the progress of recommendations to the EMD Hazard Mitigation Strategist.
 - d. Participate on the Hazard Mitigation Survey Team, as needed, following any Presidential Disaster Declaration.
 - e. Conduct structural and non-structural hazard analysis of their facilities to identify and mitigate hazardous conditions.

F. Preparedness Activities

1. Washington State agencies should develop operational capabilities and facilitate response in the event of an emergency or disaster.
2. Resources

At a minimum, state agencies should consider the following preparedness activities:

- a. Conducting a resource need and availability assessment for disaster scenarios. They should consider personnel, equipment,

facilities, critical business functions and operations, and materials for life and family protection safety.

- b. A resource inventory should be developed and kept current.
- c. Establishing a method for resource coordination and integration among responding agencies, departments, and individuals.
- d. The need for mutual aid and memorandums of agreement should be determined and established, whether verbal or written, and referenced or included in the agency internal CEMP.
- e. Development of procedures to document and report emergency or disaster-related expenditures to qualify for insurance, state, or federal reimbursement.

3. Organizational Roles and Responsibilities

- a. Lines of authority should be identified and documented for continuity of government. Agency individuals with departmental internal and external responsibilities during mitigation, preparedness, response, and recovery phases should be identified and documented.
- b. Roles and responsibilities, emergency operational procedures, and checklists should be identified for each specific appropriate ESF identified in the plan.
- c. Conduct at least annual preparedness training and education and plan maintenance to validate emergency plans and procedures.

G. Response Activities

- 1. State agencies should establish response strategies and actions to be taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the response effectiveness in disaster recovery and business resumption.
- 2. Specific state agency ESF response activities are listed as part of this Plan.
- 3. State agencies should, at the minimum, establish the following response activities:
 - a. Notification and Activation
 Implement procedures for:
 - (1) Processing emergency calls or information.
 - (2) Activation of emergency operations procedures.

- (3) Notification of personnel who have response duties.
 - (4) Mobilization or demobilization of services.
 - (5) Continuity of government.
- b. Communications

Implement communications procedures, including data and voice, in support of emergency operations.
- c. Public Information

Activate procedures to disseminate and respond to requests for disaster information involving the agency, employees, responders, the public, and the media.
- d. Evacuation and Sheltering in Place

Implement procedures to authorize, initiate, and accomplish evacuation or sheltering in place.
- e. Personnel Identification and Accountability
 - (1) Control access to the area affected by the emergency or disaster.
 - (2) Identify personnel engaged in activities at the incident.
 - (3) Account for personnel engaged in incident activities.
- f. Mass Care

Implement procedures for providing or requesting mass care for personnel or populations affected by the emergency or disaster.
- g. Disaster Health Services

Activate procedures to provide for mental health and physical well being of individuals affected by the emergency or disaster.
- h. Fatality Management

Implement procedures to recover, identify, and safeguard remains.
- i. Integration of Response and Recovery Activities

Implement procedures for maintaining the continuity of response activities while initiating and conducting recovery activities.

j. Emergency Support Function Responsibilities

Conduct and manage ESF primary and supporting agency responsibilities as reflected in this plan.

k. Administration and Finance

Activate procedures to track and manage personnel time and expenditures related to the event.

H. Recovery Activities

1. State agencies should establish comprehensive disaster recovery and business resumption strategies and activities to return vital systems to no less than minimum operating standards with additional long-term activities designed to return life and business operations to normal or improved levels. State agencies should conduct a business impact analysis in order to establish short and long-term recovery goals and objectives. These goals and objectives should recognize but not be limited by the following considerations:
 - a. Health and safety of employees and clients.
 - b. Continuity of operations and services.
 - c. Environmental impact of disaster.
 - d. Economic impact.
 - e. Regulatory and contractual requirements.
 - f. Good will.
 - g. Conducting and managing ESF responsibilities as part of ESF 21, Recovery and Restoration, and/or responsibilities pertaining to the Washington State Recovery and Restoration Task Force (RRTF).
2. Short-term recovery goals should allow for:
 - a. Identifying essential records, vital systems and operations.
 - b. Establishing priorities for reinstatement of systems and operations.
 - c. Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
 - d. Identifying minimum resources needed to recover business operations.

3. Long-term recovery goals should consider:
 - a. Strategic planning, to include budgeting for structural and non-structural repairs, and mitigation.
 - b. Management and coordination of recovery activities.
 - c. Managing fiscal operations and recovery funding.
 - d. Management of volunteer, contractual, mutual aid, and agency resources.
 - e. Development and implementation of mitigation goals and activities.

4. Recovery Tasks and Responsibilities

State agencies should identify recovery tasks and responsibilities to achieve short and long-term goals and objectives. State agencies should at minimum include the following recovery tasks and responsibilities in their internal CEMP:

- a. Organization and staffing for continuity of government.
- b. Essential records maintenance.
- c. Resource procurement.
- d. Restoration of utility services.
- e. Damage assessment documentation and record keeping.
- f. Operation of business with either limited or no utility services in place.
- g. Agency, local jurisdiction, state, and community resource coordination.
- h. Debris and waste removal.
- i. Restoration and salvage.
- j. Personnel reunification.
- k. Identification of recovery resources.
- l. Identification of recovery funding sources.

5. Post-Disaster Situation Evaluation Analysis

State agencies should conduct a post-disaster situation analysis, and an after-action report to review and determine the effectiveness of established operating procedures, assigned tasks, and responsibilities.

V. RESPONSIBILITIES

A. Purpose

Identify state agencies and other participating organizations with responsibilities for emergency management. State agencies have a two-fold responsibility in implementing an emergency management program. Each responsibility is equally important and does not take precedence over the other. State agencies should be prepared to mitigate, prepare for, respond to, and recover from an emergency or disaster in order to resume business or provide continuity of government for their stated, legally mandated agency mission. Additionally, they must provide state resources and disaster assistance to state government, local jurisdictions, tribal governments, and other organizations coordinated through the state EOC, as listed in the ESFs of this plan.

B. Concept of Operations - Overview

Participating state agencies and those agencies and organizations with joint primary, primary, and support responsibilities for performing ESFs are shown in Emergency Support Function Participating Agency Responsibilities Matrix, Figure 3, Appendix 1.

C. Agency or Other Department Responsibilities

Detailed responsibilities for specific state agencies and other participating agencies are presented in the CEMP State Agency Responsibilities section. State agencies are listed in alphabetical order and all other participating agencies, such as the American Red Cross, the Emergency Management Council, and private sector organizations are listed at the end. Every state agency is also responsible for developing, training, exercising, evaluating, and maintaining an internal agency CEMP.

All state agencies, including those specifically listed as direct support agencies in items 1 - 39 below, have a responsibility for ESF 2, ESF 3, ESF 5, ESF 7, ESF 21, ESF 23, and ESF 24. These responsibilities are shown as All Agencies in Figure 3, ESF Participating Agency Responsibilities Matrix, as part of Appendix 1, Direction and Control, but are NOT listed again under each separate agency category on the matrix, or in items 1 - 39 below, to save space.

1. Washington State Department of Agriculture

ESF Joint Primary Agency (with Fish and Wildlife) for:	ESF 25
ESF Support Agency for:	ESF 5, ESF 7, ESF 8, ESF 10, ESF 11, ESF 21, ESF 23

- a. Assists in the coordination of interstate and international food safety activities through the state EOC Executive Section and the federal Food and Drug Administration (FDA) as appropriate.

- b. Checks food including milk products, feeds, and other commodities for injurious contamination within processing and distribution areas.
- c. Provides inspection services following a disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.
- d. An Assistant State Veterinarian represents the Washington State Department of Agriculture (WSDA) in the state EOC Executive Section.
- e. Provides current information on the disposal of contaminated crops and dead livestock, Annex E, Appendix 3 – Dead Animal Disposal.
- f. Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.
- g. Coordinates with other government agencies and private organizations in combating farm animal disease in the recovery period.
- h. Coordinates with the United States Department of Agriculture (USDA) and other agencies to provide current information on farms, food crops, food processors and distributors, and other agricultural data under Washington State Department of Agriculture's (WSDA) authority.
- i. Provides current information for potentially affected areas about farms, food crops, food processors and distributors, and other agricultural data under the department's authority. Provides pesticide disposal services as part of disaster recovery.
- j. Provides support by sending staff to the affected jurisdiction or facility EOC, the state EOC, Food Safety and Animal Health Division field offices, and at the scene to implement appropriate protective actions as needed.
- k. In coordination with WSDA, each county should continue to expeditiously assemble field and laboratory data and issue agricultural advisories to protect the agricultural community.
- l. Provides public information officer support as needed to the Office of the Governor, the state EMD, the state EOC, the Joint Information Center (JIC), the Washington Emergency Information Center (WEIC), or the lead state response agency during response and recovery activities.
- m. Provides representation to the RRTF in accordance with ESF 21, as a core member.

2. Washington State Office of the Attorney General

ESF Support Agency for: ESF 10, ESF 21, ESF 24

- a. Provides and coordinates legal advice to state agencies.
- b. Reviews agreements, contracts, and other emergency or disaster-related documents for form and content.
- c. Provides consumer protection and fair business practices services.
- d. Coordinates with the Washington State Bar Association to provide legal assistance to emergency or disaster services.
- e. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- f. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- g. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

3. Washington State Office of the State Auditor

- a. Assists the Governor and the state EOC in the administration of emergency or disaster-related budgets.
- b. Provides assistance to local jurisdictions with their financial record-keeping systems for emergency or disaster work; e.g. presenting instructions in record-keeping procedures to applicants during briefings.
- c. Conducts audits of emergency or disaster assistance applications pursuant to the Office of Financial Management and Office of Management Budget Circular A-133.

4. Washington State Board for Community and Technical Colleges

- a. Provides emergency or disaster analysis reports to the state EOC on the status of community colleges in affected areas.
- b. Provides for temporary use of community college facilities upon request and approval from the local community college board of trustees.
- c. Schedules damage assessment activities for community college sites and facilities.

- d. Coordinates Project Worksheet (PW) Team activities at affected community colleges.
- e. Documents and reports community college emergency or disaster related expenditures to qualify for state and/or federal reimbursement.
- f. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- g. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.

5. Washington State Department of Community, Trade and Economic Development

ESF Primary Agency for: ESF 12
 ESF Support Agency for: ESF 1, ESF 5, ESF 10, ESF 21

- a. Prepares and updates energy supply contingency plans for implementation in the event of energy shortages or emergencies.
- b. Provides information to the state EMD regarding location and quantity of petroleum supplies, location, extent, and restoration status of electricity supply outages or disruptions, and status of shortages or supply disruptions of natural gas.
- c. Apprises the Governor when conditions exist which may warrant the declaration of a statewide or localized energy supply alert or emergency. Serves as a coordinator of energy availability and distribution issues during emergency or disaster situations.
- d. Develops an economic recovery strategy plan to support the financial recovery of the affected jurisdiction(s).
- e. Administers energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.
- f. Provides staffing and administrative support for the Energy Facility Site Evaluation Council (EFSEC) activities and responsibilities.
- g. Administers the Public Works Trust Fund programs.
- h. Conducts a public relations campaign designed to reduce the negative public national and international perception of the situation resulting from the disaster to support quick resumption of normal trade and tourism activities.

- i. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- j. Provides leadership, advice, and public information support to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

6. Washington State Conservation Commission

ESF Support Agency for: ESF 3, ESF 4

- a. Provides outreach to the agricultural community through local conservation districts.
- b. Coordinates with all levels of government and the private sector to reduce or alleviate the affects of emergencies or disasters on renewable natural resources.

7. Washington State Department of Corrections

ESF Support Agency for: ESF 4, ESF 7, ESF 22

- a. Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.
- b. Provides shelter for emergency or disaster victims at correction facilities, as possible.
- c. Coordinates PW Team activities at affected facilities.
- d. Provides personnel and equipment to assist the Washington State Patrol (WSP) with special assignments.
- e. Coordinates the documentation and reporting of emergency or disaster-related expenditures to qualify for state or federal reimbursement.
- f. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.

8. Washington State Department of Ecology

ESF Joint Primary Agency
(with Washington State Patrol) for: ESF 10
ESF Support Agency for: ESF 2, ESF 3, ESF 4, ESF 9,
ESF 12, ESF 21, ESF 23, ESF 24

- a. Serves as the lead agency for emergency environmental pollution response and cause investigation.

- b. Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.
- c. Coordinates and manages the overall state effort to detect, identify, contain, clean up, and dispose of or minimize releases of oil or hazardous materials.
- d. Acts as the state On-Scene Coordinator (OSC) for oil and hazardous substance spills and coordinates with the Washington State Patrol (WSP), who assumes responsibility as the incident commander, for clean up activities at spills occurring on state highways. Coordinates with the Department of Natural Resources (DNR), state EMD, Department of Fish and Wildlife (WDFW), Parks and Recreation Commission, the US Coast Guard, the Environmental Protection Agency, and local fire agencies as appropriate, for spills that may or will affect state waters.
- e. Participates in the maintenance of the Northwest Area Contingency Plan for oil and hazardous material spills.
- f. Provides meteorological and air modeling reviews upon request. Measures ambient air concentrations for particulate materials, carbon monoxide, sulfur dioxide, and other contaminants. Evaluates public health impacts in coordination with the Department of Health (DOH).
- g. Assists in flood control planning, flood fights, and post emergency or disaster damage assessments. Provides reports regarding the condition and effectiveness of flood control facilities.
- h. Administers the Flood Plain Management Program.
- i. Coordinates drought planning, water supply loans and grants, and the state Emergency Water Revolving Account.
- j. Manages the Dam Safety Program.
- k. Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:
 - (1) Dikes, levees, dams, drainage channels, and irrigation works.
 - (2) Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.
 - (3) Debris removal from river channels and lakes.

- l. Participates on PW Teams to conduct inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.
- m. Provides non-radiological technical information regarding Hanford Reservation hazards and site operations.
- n. Monitors state waters suspected of contamination due to an emergency or disaster.
- o. Coordinates with and assists DOH and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated.
- p. Provides staff support to the state EOC, and local jurisdictions or facilities, as necessary.
- q. Provides telecommunications systems support to the state EOC within capabilities, in accordance with ESF 2, Telecommunications/Information Services and Warning.
- r. Reviews tank vessel prevention plans concerning vessel operations and management. Consults with the maritime industry and environmental interests to establish standards for vessel safety and environmental protection.
- s. Identifies potential high-risk vessels to determine if they present a substantial risk to public health, safety, and the environment.
- t. Makes on-site inspections of spills and accidents involving marine vessels to determine the cause of the incident, and makes recommendations for remedial actions.
- u. Provides maritime expertise and advice to the State OSC.
- v. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- w. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- x. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

9. Washington State Department of Employment Security

ESF Support Agency for: ESF 21

- a. Serves as the lead agency in the state EOC for coordinating acquisition of emergency or disaster human resources.

- b. Provides reemployment interviewing and possible employer contacts for those unemployed as a result of an emergency or disaster.
- c. Assumes the responsibility for implementing and directing those federal human resource programs for which the Department has a like program in the event the U.S. Department of Labor cannot function until federal direction is reestablished.
- d. Administers the Disaster Unemployment Assistance Program that provides compensation to eligible emergency or disaster victims.
- e. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- f. Provides representation to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

10. Washington State Energy Facility Site Evaluation Council (EFSEC), CTED

ESF Support Agency for: ESF 10, ESF 21

- a. Siting and regulating major energy facilities including Energy Northwest's Columbia Generating Station on the Hanford Site.
- b. Specific Columbia Generating Station response duties are set out in the *Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan* in the event of an emergency.
- c. The EFSEC Chair has authority to take emergency action at facilities sited under Chapter 80.50 RCW and is part of the Columbia Generating Station Executive Decision Response Group.
- d. Supports the Nuclear Regulatory Commission's (NRC) Liaison Officer when requested.
- e. Supports the development of public information.
- f. Supports the development of recovery plans and procedures.
- g. Provides representation to the Washington State RRTF in accordance with ESF 21, for an event at the Columbia Generating Station.

11. Washington State Office of Financial Management

ESF Support Agency for: ESF 1, ESF 3, ESF 4, ESF 8,
ESF 12, ESF 21

- a. Assists with the compilation of emergency or disaster related financial information.
- b. Assists the state EMD and other state agencies with funding aspects of emergency or disaster programs and funds.
- c. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

12. Washington State Department of Fish and Wildlife

ESF Joint Primary Agency
(with Dept. of Agriculture) for: ESF 25
ESF Support Agency for: ESF 2, ESF 3, ESF 4, ESF 9,
ESF 10, ESF 12, ESF 21, ESF 22

- a. Supports the functional role of WDFW as outlined in the CEMP.
- b. Provides personnel and equipment to reinforce the WSP for special assignments associated with ESF 22, Law Enforcement, and/or support state EOC communication systems requirements in accordance with ESF 2, Telecommunications/Information Services and Warning.
- c. Provide law enforcement support to the WSP or the Washington State Department of Transportation (WSDOT).
- d. Provides personnel and equipment, such as commissioned officers with 4 x 4 vehicles and boats, self-contained underwater breathing apparatus, and capabilities to support ESF 9, Search and Rescue.
- e. Supplies water tank trucks and potable water at selected sites as available.
- f. Provides initial damage assessment estimates on department, other state, and local facilities as a member of the PDA Team.
- g. Participates on PW Teams to conduct inspections of department facilities damaged by an emergency or disaster.
- h. Reviews all approved PWs to assure compliance with the hydraulics permit requirements.
- i. Provides aerial reconnaissance of impacted areas.
- j. Provides air transportation upon request.

- k. Assists local jurisdictions in evacuating individuals or property from an emergency or disaster area.
- l. Makes recommendations for preventing and/or modifying public consumption of contaminated food from fisheries or wildlife habitats.
- m. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- n. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- o. Provides public information personnel to support state emergency public information activities as directed by the Governor's Communication Director, or the WEIC Officer.
- p. Provides information to the RRTF on the impact of recovery activities on the fish, aquatic for resources, fish and wildlife habitat, hunting and fishing seasons, and the Department's resources.
- q. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

13. Washington State Department of General Administration

ESF Primary Support for:	ESF 3, ESF 7, ESF 11
ESF Support Agency for:	ESF 1, ESF 5, ESF 6, ESF 7 - Appendix 1, ESF 8, ESF 9, ESF 12, ESF 21, ESF 23, ESF 24

- a. Locates, procures, and issues resources necessary to support recovery efforts (i.e., emergency relief supplies, space, office supplies and equipment, contracting services, telecommunications, communications, and other emergency equipment).
- b. Obtains appropriate food supplies through governmental and non-governmental sources. Arranges for the transportation of food supplies to designated staging areas within the affected area(s).
- c. Provides food to recognized relief organizations for mass feeding and distribution after an emergency or disaster proclamation by the Governor of Washington State, the Secretary of the USDA, or a declaration of emergency or disaster by the President of the United States.
- d. Coordinates and administers the emergency food stamp program.

- e. Provides initial damage assessment and estimates on state-owned buildings and Capitol Campus facilities under the control of the Department of General Administration (GA) as a member of the PDA Team.
- f. Participates on the PW Team to conduct inspections of General Administration facilities damaged by an emergency or disaster.
- g. Provides damage assessment estimates on other state and local facilities as a member of the PDA Team.
- h. Coordinates relocation of state offices and acquisition of new office space when necessitated by an emergency or disaster.
- i. Provides engineering, architectural contract, and administration support for construction projects.
- j. Restores consolidated mail services as soon as possible after an emergency or disaster.
- k. Provides state agencies advice on liability issues, the purchase of insurance, and addresses insurance coverage through the Division of Risk Management.
- l. Assists in the state EOC for coordinating emergency or disaster donated goods and services.
- m. Assists state agencies' emergency recovery personnel in obtaining fuel.
- n. Provides appropriate motor vehicles to state EMD and other response and recovery agencies on a priority basis during an emergency or disaster.
- o. Receives, accounts for, and distributes relief supplies in accordance with the priorities established in the state EOC.
- p. Hosts all dignitaries visiting the emergency or disaster site in coordination with the state EOC.
- q. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- r. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- s. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

14. Washington State Office of the Governor

ESF Support Agency for: ESF 21

- a. Proclaims, as necessary, a State of Emergency as prescribed in RCW 43.06.010 (12).
- b. Assumes direct control over an emergency or disaster operation from the primary EOC, alternate state EOC, or another location.
- c. Provides liaison to the governors of other states in emergency or disaster-related matters.
- d. Provides coordination to state agencies and local jurisdictions with tribal governments that were impacted by the event.
- e. Ensures actions are taken to preserve cultural resources of the Indian Nations and their members.
- f. Requests federal assistance from either the President or other appropriate federal agencies.
- g. Issues, amends, or rescinds the necessary orders, rules, and regulations to carry out emergency management operations.
- h. Designates the Governor's Communications Director to serve as the Emergency Public Information Officer for the state of Washington.
- i. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

15. Washington State Department of Health

ESF Primary Agency for: ESF 8

ESF Support Agency for: ESF 2, ESF 5, ESF 7, ESF 9, ESF 10, ESF 11, ESF 21, ESF 23, 24

- a. Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters to include describing the distribution levels and types of health impacts and effects on the continued ability to provide essential public health services.
- b. Provides liaison with the federal Centers for Disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.
- c. Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.

- d. Assists local health authorities with the inventory and supply of medical equipment and facilities
- e. Provides assistance to local health departments, public and private health care institutions, and other local government agencies with identification, treatment, and control of communicable diseases and non-communicable disease risk, which threaten public health.
- f. Provides state laboratory services to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.
- g. Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.
- h. Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.
- i. Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.
- j. Provides consultation to support local health agencies to assist in the identification, disease testing, and control of small animal, insect, and rodent populations that present potential and actual hazards to public health.
- k. Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased.
- l. Serves as lead agency in the state EOC for coordinating medical and public health services during emergency or disaster activities.
- m. In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.
- n. Inspects and supervises the establishment of emergency pharmacies and other places in which drugs or devices are stored, held, compounded, dispensed, sold, or administered.
- o. Serves as the lead agency to manage emergencies involving drug and device tampering, to include drafting emergency regulations as needed.
- p. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.

- q. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- r. Provides representation to the Washington State Recovery and Restoration Task Force, in accordance with ESF 21, as a core member.

16. Washington State Governor's Office of Indian Affairs

ESF Support Agency for: ESF 21, 24

- a. Assists in the notification to the tribes in the event of emergencies and disaster-related matters.
- b. Facilitates and expedites state and federal emergency or disaster assistance to the tribes and promotes intergovernmental cooperation between the tribes and local jurisdictions in all emergency or disaster-related matters.
- c. Provides public information support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- d. Provides representation to the Washington State RRTF in accordance with ESF 21 as deemed necessary.

17. Washington State Department of Information Services

Joint Primary Agency

(with EMD) for:

ESF 2

ESF Support Agency for:

ESF 7, ESF 21, ESF 24

- a. Advises other state agencies regarding business resumption planning.
- b. Reviews completed agency disaster recovery and business resumption plans.
- c. Assists the state EMD with the coordination and monitoring of telecommunications system restoration in accordance with Emergency Support Function 2 - Telecommunications/Information Services and Warning.
- d. Provides representation to the Washington State RRTF in accordance with ESF 21 as deemed necessary.

18. Washington State Office of the Insurance Commissioner

ESF Support Agency for: ESF 21

- a. Oversees the verification of settlements paid to claimants covered in accordance with valid insurance policies through coordination with the insurance industry and the public.
- b. Determines if insurance, as required for federal financial assistance, relates to the type(s) of hazards described in the Presidential Disaster Declaration, and determines if the type of and amounts of insurance being required are reasonable.
- c. Coordinates emergency and disaster response and recovery issues with the insurance industry.
- d. Provides graphics and editorial support during response and recovery activities.
- e. Provides public information and support to the Office of the Governor, the state EOC, or the lead state response agency during response and recovery activities.
- f. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

19. Washington State Department of Labor and Industries

ESF Support Agency for: ESF 3, ESF 7, ESF 8, ESF 10, ESF 21, ESF 24

- a. Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure work place safety compliance for all workers, including those involved in response and recovery activities. Determines when a facility/industry is safe for occupancy and resumption of activity.
- b. Provides support for evaluation of mobile homes for level of damages and occupancy during recovery activities.
- c. Provides state laboratory services and/or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.
- d. Provides worker safety support according to agency plans.
- e. Provides specific support in terms of certifying personal protective equipment as such equipment becomes available for use by state and local jurisdictions.
- f. Provides workers' compensation benefits to those injured on the job, including during an emergency or disaster.

- g. Provides medical care and lost earnings supplements to victims of crime who have no other coverage.
- h. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- i. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- j. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

20. Washington State Department of Licensing

ESF Support Agency for: ESF 3, ESF 7, ESF 8

- a. Verifies non-medical professions and technical personnel credentials assisting in response and recovery activities as required.
- b. Provides business and professional licensee information necessary to emergency or disaster response activities.
- c. Provides verification of registered owners title and registration information in the recovery phase for insurance purposes.
- d. Represents death care concerns of the state and provides a Funeral and Cemetery Unit liaison to the DOH in accordance to ESF 8, Appendix 6 - Mortuary Services.
- f. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- e. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.

21. Washington State Office of the Lieutenant Governor

In the absence of the Governor:

- a. Proclaims, as necessary, a State of Emergency as prescribed in RCW 43.06.010 (12).
- b. Assumes direct control over an emergency or disaster operation from the primary or alternate state EOC or other location.

- c. Provides liaison to the governors of other states in emergency or disaster-related matters.
- d. Requests federal assistance from either the President or other appropriate federal agencies.
- e. Issues, amends, or rescinds the necessary orders, rules, and regulations to carry out emergency management operations.

22. Washington State Liquor Control Board

ESF Support Agency for: ESF 2, ESF 22

- a. Provides personnel to augment the WSP for special assignments.
- b. Provides telecommunications resources in support of statewide operational requirements in accordance with ESF 2 - Telecommunications/Information Services and Warning.
- c. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- d. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

23. Washington State Military Department

a. Emergency Management Division

ESF Joint Primary Agency
(with DIS) for: ESF 2

ESF Joint Primary Agency
(with WSDOT) for: ESF 9

ESF Primary Agency for: ESF 5, ESF 6, ESF 7 - Appendix 1,
ESF 21, ESF 23, ESF 24

ESF Support Agency for: ESF 1, ESF 3, ESF 4, ESF 8,
ESF 10, ESF 11, ESF 12, ESF 20,
ESF 22, ESF 25

- 1. Establishes the state emergency management organization to include staffing for normal activities and emergencies or disasters, and assists local jurisdictions in developing emergency management organizations.
- 2. Serves as the lead state agency for the development and implementation of this plan. Advises and assists other state agencies and local governments in the development of emergency or disaster plans and programs which are in compliance with applicable state or federal laws, rules, regulations, and executive orders.

3. Designates planners with responsibility for the coordination of plans with other organizations. Provide for a cyclic plans review process as stated in the CEMP.
4. Provides emergency and disaster-related training and orientation to state and local officials to familiarize them with emergency or disaster-related responsibilities, operational concepts, and procedures.
5. Prepares and carries out Washington State plans and procedures to ensure that public health and safety are restored, and normal activities are resumed after a disaster.
6. Provides liability coverage and indemnification to registered emergency workers of local jurisdictions operating in a good faith attempt to protect lives, property, and the environment in accordance with RCW 38.52.180.
7. Establishes and maintains a statewide communications capability.
8. Establishes and maintains a statewide warning capability and provides warning of impending emergencies or disasters to affected political subdivisions.
9. Identifies actual and planned actions of commercial telecommunications companies to restore telecommunications capabilities and services.
10. Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).
11. Maintains continuous preparedness and response capabilities through a 24-hour Duty Officer system.
12. Coordinates sheltering procedures with WSP, WSDOT, and other agencies as appropriate.
13. Assures the continuity of resources (technical, administrative, and material) to support 24-hour operations for a protracted period.
14. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
15. Coordinates state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

16. Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.
17. Initiates the request to activate the RRTF and assists in the activation once ordered by the Governor.
18. Establishes and maintains an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency and state response actions, and the details of disaster assistance programs. After an emergency or major disaster declaration by the President, state public information programs will be coordinated with those of the federal government.
19. Prepares the Presidential Disaster Request for the Governor's signature.
20. Provides overall administration and coordination for the processing of applications for federal disaster assistance authorized by PL 93-288 and/or other enabling legislation.

b. National Guard

ESF Primary Agency for:	ESF 20
ESF Support Agency for:	ESF 1, ESF 2, ESF 3, ESF 4, ESF 5, ESF 7, ESF 8, ESF 9, ESF 10, ESF 11, ESF 21, ESF 22, ESF 23, ESF 24, ESF 25

1. Coordinates military support to civil authorities in accordance to ESF20 - Military Support to Civil Authorities.
2. Provides:
 - (a) Limited air and land transportation of personnel and equipment.
 - (b) Armories, tents, and available land.
 - (c) Limited power generation capabilities.
 - (d) Limited air traffic control functions
 - (e) Light Urban Search and Rescue forces.
 - (f) Limited water purification.
3. Assists local governments and the WSP by providing supplementary security forces to patrol damaged areas,

establishing roadblocks, and directing traffic for the preservation of law and order.

4. Supplements state emergency communications systems requirements within capabilities.
5. Provides aerial reconnaissance, photographic missions, and radiological monitoring as required. Coordinates with WSDOT in accordance to ESF 7 – Resource Support, to provide aerial reconnaissance and photographic missions, as requested and within capabilities.
6. Provides limited emergency medical assistance.
7. Provides limited mass feeding.
8. Provides initial damage assessment estimates on Military Department facilities as a member of the PDA Team.
9. Participates in PW Teams to conduct inspections of Military Department facilities damaged by an emergency or disaster.
10. Provides radiological data from military and mobilization sites.
11. Provides assistance for emergency traffic regulation, Movement Control.
12. Provides public affairs officer support to the Office of the Governor, The Adjutant General, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

24. Washington State Department of Natural Resources

ESF Joint Primary Agency

(with WSP) for:

ESF 4

ESF Support Agency for:

ESF 2, ESF 3, ESF 7, ESF 9,
ESF 10, ESF 12, ESF 21, ESF 22,
ESF 24

- a. Serves as an agency in the state EOC for coordinating emergency or disaster firefighting and suppression activities.
- b. Mobilizes personnel and equipment during emergency or disaster operations for suppression and control of wildland fires or other conflagrations.
- c. Provides initial non-fire related emergency or damage assessment estimates on facilities and lands managed by Department of Natural Resources (DNR) as a member of the PDA Team.

- d. Participates on PW Teams to conduct inspections of the DNR's facilities and lands, as well as other state and local facilities damaged by an emergency or disaster.
- e. Coordinates or conducts debris removal, land reclamation, and road reconstruction of DNR's administered and/or protected lands.
- f. Provides radio-equipped vehicles and personnel to reinforce the Washington State Patrol and/or state EOC communications systems requirements in accordance with ESF 2 - Telecommunications/ Information Systems and Warning.
- g. Provides emergency air and ground transportation for emergency personnel and equipment.
- h. Provides mobile field kitchens for mass care feeding of emergency or disaster workers and victims.
- i. Provides aerial reconnaissance as required.
- j. Provides bulldozers, trucks, and other heavy equipment in an emergency or disaster.
- k. Provides a geologist to work in the state EOC to provide scientific information in geology.
- l. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- m. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during emergency and disasters.
- n. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

25. Washington State Parks and Recreation Commission

ESF Support Agency for: ESF 1, ESF 2, ESF 3, ESF 4, ESF 5, ESF 7, ESF 9, ESF 10, ESF 21, ESF 22, ESF 23, ESF 24

- a. Makes state park facilities available as assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.
- b. Provides initial damage assessment estimates on state parks, recreation facilities, public marine facilities, and other state facilities as a member of the PDA Team.

- c. Participates on PW Teams to conduct inspections of state parks, recreational facilities, public marine facilities, and other state facilities damaged by an emergency or disaster.
- d. Provides enforcement personnel and equipment to the Washington State Patrol for special assignments, and/or supports the state EOC telecommunications systems requirements within capabilities in accordance with ESF 2 - Telecommunications/Information Services and Warning.
- e. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC during an emergency or disaster.
- f. Provides representation to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

26. Washington State Department of Personnel

- a. Assists the state EOC and other state agencies with the hiring of temporary personnel.
- b. Searches personnel records for certain classifications of personnel qualified for emergency or disaster work assignments.
- c. Provides assistance in training related to emergency or disaster work.

27. Washington State Department of Printing

Provides emergency printing upon request from the state EOC and other state agencies in support of emergency response and recovery activities.

28. Washington State Superintendent of Public Instruction

ESF Support Agency for: ESF 1, ESF 11

- a. Coordinates information on availability of school buses and facilities for sheltering during an emergency or disaster.
- b. Collects information on initial damage assessment estimates on public schools, educational service districts, and private schools as well as other state and local jurisdiction facilities. Makes collected information available to the state EOC.
- c. Provides information to PW Teams for their conduct of inspections of educational facilities damaged by an emergency or disaster.
- d. Assists educational service districts and local school districts to repair or replace school facilities damaged by an emergency or disaster as their advocate.

- e. Assists federal agencies in preparing emergency or disaster damage inventories and assists local educational agencies to repair or replace school facilities damaged by an emergency or disaster (Public Laws 81-815 and 82-874).
- g. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- f. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

29. Washington State Department of Retirement Services

- a. Ensures the timely distribution of monthly retirement benefits to retirees in the form of warrants and direct deposits.
- b. Takes action to reduce or eliminate the potential effects of any emergency or disaster on the retirement records and systems.
- c. Restores retirement services at the earliest opportunity.
- d. Provides public information support to the affected persons on the status of retirement services benefits.

30. Washington State Department of Revenue

ESF Support Agency for: ESF 21, ESF 23

- a. Assists in compiling statistics related to the fiscal impacts of an emergency or disaster.
- b. Provides assistance to local jurisdictions for maintenance or reconstruction of tax records.
- c. Adjusts tax reporting/collection requirements to allow for business resumption.
- d. Assists in evaluating damage to forests determining marketability and tax impacts.
- e. Assists in evaluating damage to real property, utilities, etc.
- f. Provides representation to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

31. Washington State Office of the Secretary of State

- a. Coordinates the state's essential records protection program including provision of a central records protection site.

- b. Assists state and local jurisdictions with prevention of damage to records and restoration of declared damaged records.
- c. Expedites processing of gubernatorial executive orders and other documents pertaining to disasters.
- d. Identifies organizations as private non-profit for eligibility of federal disaster relief programs pursuant to Public Law 93-288.
- e. Assumes the Governor's duties in the Governor's and Lieutenant Governor's absence.
- f. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- g. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

32. Washington State Department of Social and Health Services

ESF Support Agency for: ESF 8, ESF 11, ESF 21, ESF 24,
ESF 25

- a. Provides comprehensive assessments of emergency or disaster impacts upon the delivery of essential human services, including an evaluation of the need for special assistance to meet unique human service demands.
- b. Provides for conversion of the on-going food stamp program for use in emergencies or disasters to meet the basic food needs of all persons whose ability to purchase a regular food supply has been disrupted or is an economic impossibility.
- c. Provides limited financial assistance grants to individuals or facilities who have a serious need for essential goods and services which cannot be met through other governmental programs, private programs, or personal resources (Public Law 93-288, Section 408).
- d. Provides a list of certified interpreters located throughout the state.
- e. Provides identified para-transit brokerage services for special populations.
- f. Participates on PW Teams to conduct inspections and prepare cost repair estimates of state facilities damaged by an emergency or disaster.
- g. Plans for the provision of mental health support to state agencies and local jurisdictions during an emergency or disaster.

- h. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- i. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- j. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

33. Washington State Patrol

ESF Joint Primary Agency (with DNR) for:	ESF 4
ESF Joint Primary Agency (with Ecology) for:	ESF 10
ESF Primary Agency for:	ESF 22
ESF Support Agency for:	ESF 1, ESF 2, ESF 3, ESF 5, ESF 7, ESF 9, ESF 21, ESF 24, ESF 25

- a. Assists local authorities with local law enforcement operations and the evacuation of persons and property.
- b. Coordinates and maintains liaison with the Department of Corrections, Department of Fish and Wildlife, Department of Natural Resources, Military Department, Department of Transportation, Liquor Control Board, Parks and Recreation Commission, and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.
- c. Assists the state EOC in receipt and dissemination of warning information to state/local government.
- d. Provides telecommunications resources in support of statewide operational requirements in accordance with ESF 2 - Telecommunications/Information Services and Warning.
- e. Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.
- f. Assumes role of incident command agency for hazardous materials incidents on all state and interstate highways and in designated political subdivisions.
- g. Provides radiological monitoring.
- h. Provides aerial reconnaissance photographic missions.
- i. Serves as lead agency in the state EOC for coordinating law enforcement activities.

- j. Provides support to ESF 8 with the identification of human remains.
- k. Assesses damages to major commercial and industrial properties as a member of the FEMA Support Team.
- l. Assists the State Fire Defense Committee, a committee of the Fire Protection Policy Board, with development of the Washington State Fire Services Resource Mobilization Plan, which includes procedures for the coordination of local, regional, and state fire jurisdiction resources.
- m. Shares joint primary responsibilities in the state EOC, along with the Department of Natural Resources, for the coordination of disaster firefighting and suppression resources.
- n. Serves as state fire resource coordinator when Washington State Fire Services Resource Mobilization Plan is activated.
- o. Provides public information officer support to the Office of the Governor, the state EOC, or the lead state response agency during response or recovery activities.
- p. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

34. Washington State Department of Transportation

ESF Joint Primary Agency

(with Military Dept.) for:

ESF 9

ESF Primary Agency for:

ESF 1

ESF Support Agency for:

ESF 2, ESF 3, ESF 4, ESF 5, ESF 7,
ESF 8, ESF 10, ESF 11, ESF 12,
ESF 21, ESF 23, ESF 24

- a. Coordinates transportation-related missions in support of the Washington State CEMP, except those missions that are the responsibility of the Logistics Chief in support of the state EMD.
- b. Provides a liaison to the state EOC to coordinate WSDOT resources as requested.
- c. Prioritizes and/or allocates transportation resources.
- d. Determines the usable portions of the state transportation system and coordinates and controls emergency highway traffic regulations in conjunction with the Washington State Patrol, Military Department, National Guard, and the Federal Highway Administration.
- e. Coordinates with WSP for traffic control on appropriate state routes.

- f. In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the WSDOT's resources are not put at risk.
- g. Coordinates ground, air, rail and marine traffic.
- h. Coordinates with WSP and local jurisdictions:
- i. Traffic control on the Washington State transportation system to prevent unauthorized persons from entering controlled areas.
- j. Assists in promptly identifying and removing impediments to movement.
- k. Provides barricades, road signs, and highway rerouting information necessary to redirect traffic from relocation and flood control areas, provided those resources are available.
- l. Reconstructs, repairs, and maintains the state transportation system including designation of alternate routes in coordination with counties, cities, and ports.
- m. Coordinates the mobilization of personnel and equipment required for engineering services as related to the state transportation system.
- n. Maintains liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America, construction companies, and equipment rental companies.
- o. Conducts damage assessment to the state's transportation system and facilities as a member of the PDA Team.
- p. Inspects infrastructure and prioritizes repairs to the Washington State transportation system.
- q. Conducts damage assessment on the non-state transportation system and facilities as a member of the PDA Team.
- r. Conducts inspections of the state's transportation system and facilities and the non-state transportation systems and facilities as a member of the PW Team.
- s. Conducts aerial reconnaissance and photographic missions as requested, provided those resources are available.
- t. Manages overall effort for aerial search and rescue.
- u. Provides communications resources in support of statewide operational requirements in accordance with ESF 2 -

Telecommunications/Information Services and Warning, provided resources are available.

- v. Provides graphics and editorial support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response or recovery activities.
- w. Provides public information office support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response or recovery activities.
- x. Provides representation to the Washington State RRTF in accordance with ESF 21, as a core member.

35. Washington State Office of the State Treasurer

ESF Support Agency for: ESF 7

- a. Assists affected communities with short-term lending as directed by the State Finance Committee.
- b. Expedites emergency or disaster payments.

36. Washington State Utilities and Transportation Commission

ESF Support Agency for: ESF 1, ESF 2, ESF 12, ESF 21, ESF 22, ESF 23, ESF 24

- a. Provides informational assistance and expedites processing of requests from utilities under commission jurisdictions for authority to provide specific services or take specific actions related to the emergency.
- b. Provides informational assistance and expedites processing of applications for permits from transportation companies for authority to engage in common or contract carrier operations related to the emergency.
- c. Provides on-site response to significant interstate and intrastate natural gas and hazardous liquid pipeline breaks or potential breaks to assure that operators follow safe procedures, to identify any need for rule waivers to effect emergency repairs, and to preserve evidence for later evaluation. Hazardous liquids include petroleum, petroleum products, and anhydrous ammonia.
- d. Provides personnel with utilities experience to staff one position at the state EOC for telecommunications support as requested.
- e. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

- f. Provides initial damage assessment estimates to include identification of outages, their locations and probable restoration times on the utilities systems under the Commission's jurisdiction based upon information obtained from the affected utilities.
- g. Provides available personnel to assist the Washington State Patrol with regulatory enforcement or other special assignments, as requested.
- h. Provides representation to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

37. Washington State Department of Veterans' Affairs

Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.

38. All Departments, Agencies, Baccalaureate Institutions, Boards, Commissions, and Councils

All organizations within state government have emergency management supporting responsibilities, including those listed for ESF 2, ESF 3, ESF 5, ESF 7, ESF 21, ESF 23, and ESF 24. The responsibilities also include supporting the four phases of emergency management activities. Activities that may be undertaken include but are not limited to:

- a. Preparing and maintaining a safe work place.
- b. Conducting individual and family preparedness training.
- c. Identifying and protecting essential records and data technology.
- d. Identifying key personnel and developing staffing notification and activation procedures for emergency situations.
- e. Testing, training, and exercising the agency's internal comprehensive emergency management plan for continuity of government, response, recovery and restoration activities.
- f. Organizing and staffing an internal emergency operations center during an emergency or disaster.
- g. Developing emergency operating procedures and checklists.

39. American Red Cross

ESF Support Agency for: ESF 5, ESF 6, ESF 7, ESF 8, ESF 9,
ESF 11, ESF 21, ESF 23

- a. Provides, manages, and coordinates food, shelter and first aid for victims, bulk distribution of relief supplies, family reunification and direct assistance to families with verified event caused needs.
- b. Provides food to victims and emergency workers from fixed or mobile feeding sites.
- c. Provides bulk distribution of items such as toilet articles and cleaning supplies.
- d. Provides shelter to victims and emergency workers.
- e. Provides physical and mental health care staff in Red Cross operated facilities, provides blood and blood products, and supports local health organizations.
- f. Provides direct assistance to meet verified event caused needs of families by providing means for them to purchase items such as groceries, new clothing, household items, essential furniture, rent, security or utility deposits, health needs, minor building repairs, and occupational supplies and equipment.
- g. Provides preliminary and detailed damage assessments of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage.
- h. Operates a Disaster Welfare Inquiry system to gather information to assist in family reunification.
- i. Gathers and reports information on event related deaths and injuries.
- j. Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
- k. Coordinates its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs.
- l. Provides representation to the Washington State RRTF in accordance with ESF 21, as deemed necessary.

40. Washington State Emergency Management Council

ESF Support Agency for: ESF 12

- a. Advises the Governor and the Director of the Military Department on all matters pertaining to state and local emergency management.
- b. Ensures that the Governor receives an annual assessment of statewide emergency preparedness.
- c. Convenes in special session and serves as the State Emergency Response Commission (SERC), a committee of the Emergency Management Council.
- d. Advises the Director of the Military Department on all aspects of the telecommunications/information services and warning systems and facilities operated or controlled under the provisions of RCWs pertaining to emergency management.
- e. Oversees the Seismic Safety Committee.
- f. Oversees the Committee on Terrorism.

41. Private Sector and Volunteer Organizations

- a. Provide resources to state and local jurisdictions to assist in the response and recovery phases of emergency or disaster operations.
- b. Participate as members of state and local jurisdiction planning teams.
- c. Support exercises and drills as participants during the exercise design period and conduct of the event, and by including the state and local jurisdictions in business and industry activities.

Appendices

Appendices List

Appendix 1 Direction and Control

Figure 1	Emergency Management Organizational Chart
Figure 2	Emergency Management Operational Chart
Figure 3	Emergency Support Functions - Participating Agency Responsibilities Matrix
Figure 4	CEMP/ESF/WAC 118.30.060 Annex Cross Reference Chart
Figure 5	WAC 118.30.060 CEMP Annex List

Appendix 2 Public Information

Tab A	Public Information and Public Education for Radiological and Chemical Hazards
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Appendix 3 References

Appendix 4 Definitions and Acronyms

Appendix 5 Administration and Finance

Appendix 6 Training, Drills and Exercises

Appendix 7 Distribution List

APPENDIX 1 DIRECTION AND CONTROL

I. INTRODUCTION

Purpose

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *Washington State Comprehensive Emergency Management Plan* (CEMP).
- B. To ensure continued operation and continuity of state and local governments and their functions during and after emergencies or disasters.
- C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. CONCEPT OF OPERATIONS

A. General

- 1. Direction, control, and coordination is conducted along the general guidelines shown at Figure 1, Emergency Management Organizational Chart and Figure 2, Emergency Management Operational Chart.
- 2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

- 1. Direction and control of emergency management is the responsibility of the Governor, other elected state officials, and the executive heads of political subdivisions of the state, who may delegate operational functions to state and local jurisdiction emergency management directors or selected state emergency management personnel.
- 2. When the Governor proclaims a disaster or emergency, direction, and control is usually delegated to the Director of the Washington State Military Department in cooperation with state agencies, local jurisdictions, volunteer organizations, and the private sector.
- 3. State agency services and facilities may be used during the time of an emergency or disaster as described in RCW 38.52.110.
- 4. The Governor or designee, directors of selected state agencies or their designees, and other key individuals may operate during emergencies and disasters from the primary state Emergency Operations Center (EOC), or a designated alternate state EOC or other site designated by the Governor.

5. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations. See Emergency Support Function (ESF) 2, Telecommunications/Information Systems and Warning.

C. Coordination

1. State and local jurisdiction emergency management directors provide the means for coordinating capabilities, resources, and assets necessary to alleviate emergency or disaster impacts on citizens and public entities.
2. The Governor, through the Director of the Washington Military Department, provides liaison to federal agencies, using the ESF concept. Liaison is provided to British Columbia, other states, and other entities based upon the scope of the emergency or disaster.

D. Continuity of Government

1. The Washington State Constitution states the chain of succession should the Office of Governor become vacant in case of removal, resignation, death or disability of the Governor, the Lieutenant Governor is both the successor and the lead over state agency heads in the alternate EOC when one is activated at the request of the Governor. In case of vacancy in both the Office of the Governor and Lieutenant Governor, the duties of the Governor shall devolve upon the Secretary of State.
2. Executive directors of state agencies will designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. Directors will insure that continuity of government, or business continuity plans are in place, are exercised and, if necessary, updated on an annual basis. Plans should clearly specify alternate business locations, emergency response procedures, and alternate means of communications. Employee safety is paramount in preparing and responding to emergencies.
3. State elected and appointed directors of government and governmental agencies will ensure that essential records are identified, preserved, and adequately protected.
4. Local jurisdictions, by virtue of the Constitution of the State of Washington, are autonomous in nature. They are also charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions.
5. The Lieutenant Governor, accompanied by the designated representatives of state agencies, will activate and occupy an alternate state EOC upon request of the Governor.

E. Emergency Operations Centers

1. State and local jurisdiction emergency management organizations coordinate actions or operations from a central location that has the communications capabilities to conduct such activities.
2. Procedures are maintained to ensure these facilities are adequately staffed and equipped to be immediately available when needed.
3. The state EOC is equipped with information display materials, internal communications, additional supporting equipment, materials, and supplies required to ensure efficient and effective emergency management. Backup power generation is maintained to ensure continued operations.
4. Local jurisdiction EOCs will be equipped, activated, and staffed in accordance with local directives.
5. State and local jurisdictions will conduct operations from internally established operations centers and those locations that agency directors deem necessary to fulfill their emergency and disaster responsibilities.

III. RESPONSIBILITIES**A. General**

1. General responsibilities for state agencies are shown in Figure 3, Emergency Support Function Participating Agency Responsibilities Matrix, Appendix 1, page 7, and as listed in the Basic Plan, under Section V., Responsibilities.
2. Responsibilities of local jurisdictions are included in the Concept of Operations section in the Basic Plan.
3. The complexity of emergency management operations during an emergency or disaster requires that direction, control, and coordination channels be formalized and understood by participants.

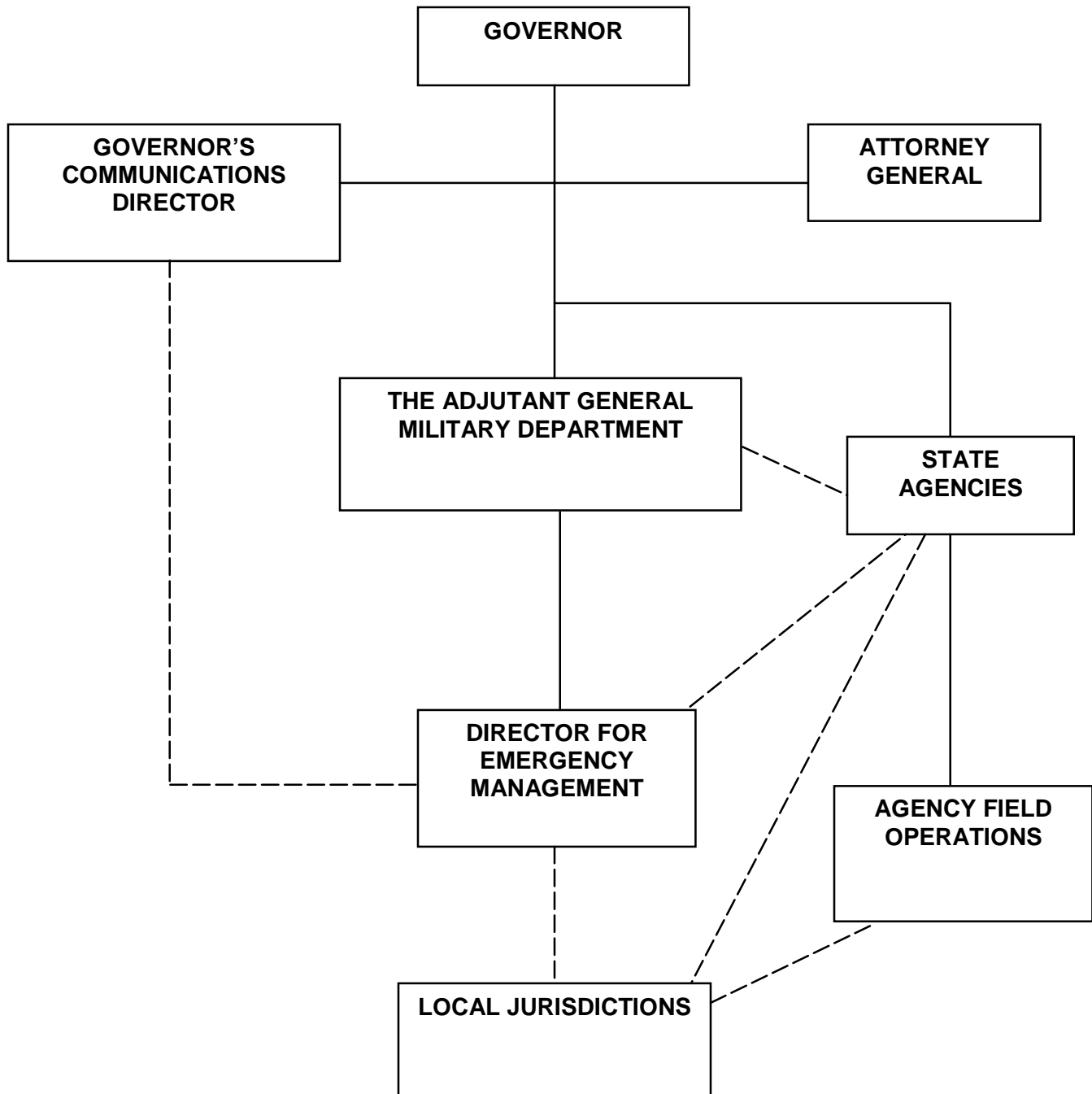
B. State Agencies

1. The Director of the Washington State Military Department, subject to the direction and control of the Governor, shall be responsible to the Governor for coordinating the emergency management program for the state. The Director shall coordinate the activities of organizations for emergency management within the state, and shall maintain liaison with and cooperate with emergency management organizations of other states and the federal government, and shall have such additional authority, duties, and responsibilities as prescribed by the Governor. Direction and control is usually delegated to the Director for the Emergency Management Division (EMD), in cooperation with state agencies, local jurisdictions, volunteer organizations, and the private sector.

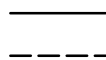
2. State agencies shall assign a State Agency Emergency/Disaster Liaison Coordinator to the state EMD to coordinate agency emergency management activities.
3. After a Declaration of Emergency or major disaster by the President of the United States, a State Coordinating Officer (SCO) is appointed by the Governor for the purpose of coordinating state and local jurisdiction disaster assistance efforts with those of the federal government. The SCO is the principal point-of-contact for the Federal Coordinating Officer (FCO) for coordination of federal assistance with state and local jurisdictions, using the ESF system.
4. Continuity of government responsibilities are shown at paragraph II, D., Continuity of Government.

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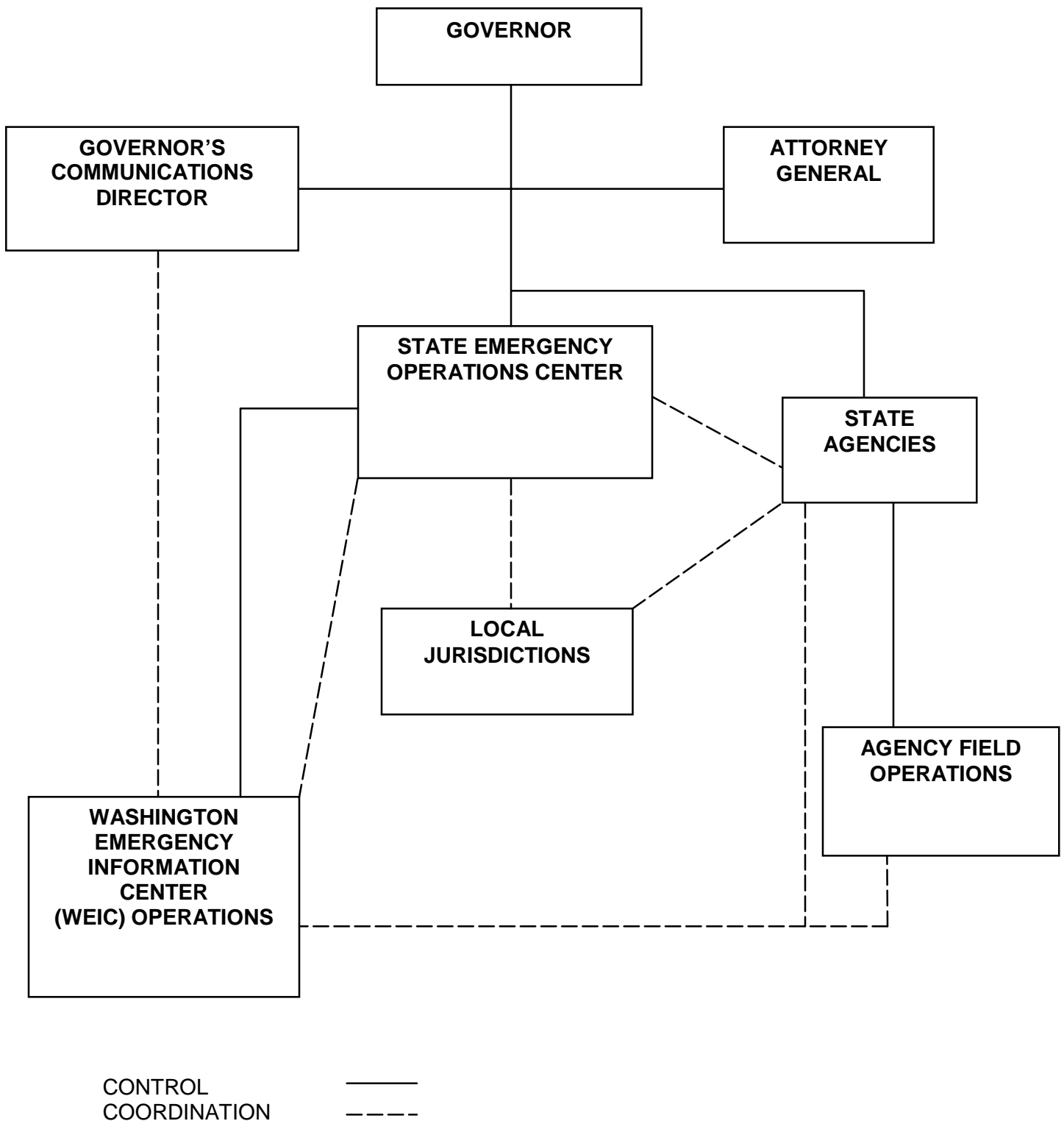
**APPENDIX 1
FIGURE 1
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART**



CONTROL
COORDINATION



APPENDIX 1
FIGURE 2
EMERGENCY MANAGEMENT OPERATIONAL CHART



APPENDIX 1
FIGURE 3
EMERGENCY SUPPORT FUNCTIONS
PARTICIPATING AGENCY RESPONSIBILITIES MATRIX

STATE AGENCIES	1 - TRANSPORTATION	2 - TELECOMMUNICATIONS & WARNING	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - INFORMATION ANALYSIS & PLANNING	6 - MASS CARE	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - SEARCH & RESCUE	10 - HAZARDOUS MATERIALS	11 - FOOD & WATER	12 - ENERGY	20 - MILITARY SUPPORT TO CIVILIAN AUTHORITIES	21 - RECOVERY	22 - LAW ENFORCEMENT	23 - DAMAGE ASSESSMENT	24 - EVACUATION & MOVEMENT	25 - STATE ANIMAL RESPONSE PLAN
ALL AGENCIES		S	S		S		S							S		S	S	
Department of Agriculture					S		S	S		S	S			S		S		JP
Office of the Attorney General										S				S			S	S
Office of the State Auditor																		
State Board of Community & Technical Colleges																		
Community, Trade and Economic Development--Energy	S				S					S		P		S				
Washington State Conservation Commission			S	S														
Department of Corrections				S			S								S			
Department of Ecology		S	S	S					S	JP		S		S		S	S	S
Employment Security Department														S				
Energy Facility Site Evaluation Council										S				S				
Office of Financial Management	S		S	S				S				S		S				
Department of Fish & Wildlife		S	S	S					S	S		S		S	S			JP
Department of General Administration	S	S	P		S	S	P/S	S	S		P	S		S		S	S	
Office of the Governor														S				
Department of Health		S			S		S	P	S	S	S			S		S	S	S
Governor's Office of Indian Affairs														S			S	
Department of Information Services		JP					S							S			S	
Office of the Insurance Commissioner														S				
Department of Labor & Industries			S				S	S		S				S			S	
Department of Licensing			S				S	S										
Office of the Lieutenant Governor																		
Liquor Control Board		S													S			
Military Department, Emergency Management Division	S	JP	S	S	P	P	S/P	S	JP	S	S	S	S	P	S	P	P	S

STATE AGENCIES	1 - TRANSPORTATION	2 - TELECOMMUNICATIONS & WARNING	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - INFORMATION ANALYSIS & PLANNING	6 - MASS CARE	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - SEARCH & RESCUE	10 - HAZARDOUS MATERIALS	11 - FOOD & WATER	12 - ENERGY	20 - MILITARY SUPPORT TO CIVILIAN AUTHORITIES	21 - RECOVERY	22 - LAW ENFORCEMENT	23 - DAMAGE ASSESSMENT	24 - EVACUATION & MOVEMENT	25 - STATE ANIMAL RESPONSE PLAN
Military Department, National Guard	S	S	S	S	S		S	S	S	S	S		P	S	S	S	S	S
Department of Natural Resources		S	S	JP			S		S	S		S		S	S		S	
Parks & Recreation Commission	S	S	S	S	S		S		S	S				S	S	S	S	
Department of Personnel																		
Department of Printing																		
Superintendent of Public Instruction	S										S							
Department of Retirement Systems																		
Department of Revenue														S		S		
Office of the Secretary of State																		
Department of Social and Health Services								S			S			S			S	S
Washington State Patrol	S	S	S	JP	S		S		S	JP				S	P		S	S
Department of Transportation	P	S	S	S	S		S	S	JP	S	S	S		S		S	S	
State Treasurer							S							S				
Utilities & Transportation Commission	S	S										S		S	S	S	S	
Department of Veterans' Affairs																		
American Red Cross					S	S	S	S	S		S			S		S	S	
Emergency Management Council												S						

LEGEND:

JP: Joint Primary Responsibilities
P: Primary Responsibilities
S: Supporting Responsibilities

APPENDIX 1
FIGURE 4
CEMP/ESF/WAC 118.30.060 - ANNEX CROSS REFERENCE CHART

CEMP APPENDICES

1. Direction and Control
2. Public Information
3. References
4. Definitions & Acronyms
5. Administration
6. Training and Exercises

ANNEX

Annexes A and B
 Annex E
 NA
 NA
 Annex V
 Annex X

ESFs

- | | |
|-----------|--|
| ESF 1 | Transportation |
| ESF 2 | Telecommunications/Information Systems and Warning |
| ESF 3 | Public Works and Engineering |
| ESF 4 | Firefighting |
| ESF 5 | Information Analysis and Planning |
| ESF 6 | Mass Care |
| ESF 7 | Resource Support |
| | Donated Goods/Services |
| ESF 8 | Health and Medical Services |
| ESF 9 | Search and Rescue |
| ESF 10 | Hazardous Materials |
| ESF 11 | Food and Water |
| ESF 12 | Energy |
| ESF 13-19 | |
| ESF 20 | Military Support to Civil Authorities |
| ESF 21 | Recovery and Restoration |
| ESF 22 | Law Enforcement |
| ESF 23 | Damage Assessment |
| ESF 24 | Evacuation and Movement |
| ESF 25 | State Animal Response Plan |

ANNEX

Annex N
 Annexes D, F, L
 Annex R
 Annex Q
 Annex F
 Annexes H, J, U
 Annexes C, I, T, U

 Annexes K, U
 Annex S
 Annex O
 Annexes M, R
 Annex Y
 Reserved
 Annex T
 Annexes F, V, W
 Annex P
 Annexes F, W
 Annexes G, N, P,
 Q,U

NOTES: ESFs 1-12 are core Federal Response Plan (FRP) ESFs.
 ESFs 13-19 have been reserved for possible expansion of the FRP ESFs.
 ESFs 20-25 are state ESFs.

**APPENDIX 1
FIGURE 5
WAC 118.30.060
CEMP ANNEX LIST**

A	Direction and Control
B	Continuity of Government
C	Emergency Resource
D	Warning
E	Emergency Public Information
F	Response/Recovery Operation Reports
G	Movement (Evacuation)
H	Shelter
I	Manpower
J	Mass Care, Emergency Welfare, Individual Assistance
K	Medical Health, Mortuary Services
L	Communications
M	Food
N	Transportation
O	Radiological / Technological Protection
P	Law Enforcement
Q	Fire
R	Engineering Services
S	Search and Rescue
T	Military Support
U	Religious Affairs
V	Administrative Procedures and Records
W	Fiscal Procedures
X	Training and Education
Y	Energy and Utilities

APPENDIX 2 PUBLIC INFORMATION

PRIMARY AGENCY:	Washington State Military Department Emergency Management Division
SUPPORT AGENCIES:	Washington State Office of the Attorney General Washington State Department of Agriculture Washington State Board of Community and Technical Colleges Washington State Department of Community, Trade and Economic Development Washington State Department of Corrections Washington State Department of Ecology Washington State Department of Employment Security Washington State Department of Fish and Wildlife Washington State Department of General Administration Washington State Department of Health Washington State Governor's Office of Indian Affairs Washington State Office of the Insurance Commissioner Washington State Department of Labor and Industries Washington State Department of Licensing Washington State Liquor Control Board Washington State Military Department National Guard Washington State Department of Natural Resources Washington State Parks and Recreation Commission Washington State Patrol Washington State Department of Retirement Services Washington State Office of the Secretary of State Washington State Department of Social and Health Services Washington State Superintendent of Public Instruction Washington State Department of Transportation Washington State Utilities and Transportation Commission Washington State Department of Veterans Affairs American Red Cross Federal Emergency Management Agency

I. INTRODUCTION

A. PURPOSE

The purpose of this Appendix is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in case of natural or technological (human-caused) emergencies or disasters. This Appendix has been prepared to be consistent with the Federal Response Plan format for emergencies and disasters. For further information about hazard-specific radiological and chemical hazards, see Appendix 2, Tab A - Public Information and Public Education for Radiological and Chemical Hazards.

B. SCOPE

Washington State emergency public information actions before, during, and following any emergency will be determined by the severity of the emergency as declared by involved jurisdictions, state agencies, or as perceived by the public. A significant emergency public information response will involve many Washington State, county, and city agencies. This appendix describes those agencies and their responsibilities.

II. POLICIES

A. Authorities

See Basic Plan.

B. Assignment of Responsibilities

This Appendix provides mission assignments to those departments and jurisdictions as agreed upon by those entities.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A natural or technological (human-caused) emergency or disaster may occur at any time.

B. Assumptions

1. An event has occurred, or public perception is such that people believe they have been placed in danger by a natural or technologically-caused emergency or disaster.
2. The event requires responding agencies to provide instructions and information to the public about the incident and actions people should take to save and protect lives, property, economy, and the environment. Responding agencies also would provide information to reduce public concerns about the incident and response activities.

IV. CONCEPT OF OPERATIONS

A. General

1. Local jurisdictions are responsible for providing its citizens with information on the incident and what immediate protective actions they should take, such as taking shelter or evacuating.
2. State agencies are responsible for providing the public with information about the incident, intermediate protective actions designed to further

save lives, protect property, the economy, and the environment, as well as long-term recovery actions to restore the affected community, as nearly as possible to its pre-incident condition.

B. Information Support Structure

1. Local Jurisdiction Information Support Structure

The local jurisdiction should establish a public information office to provide information and instructions to its citizens before, during, and after an emergency or disaster. This office should coordinate its emergency public information actions with the state.

2. State Information Support Structure

- a. The Washington State Military Department, Emergency Management Division (EMD) Public Information Officer (PIO) will coordinate the management of the state's emergency public information response through all phases of natural or technological events. This will be accomplished in conjunction and collaboration with the Governor's Communications Director and the Military Department's Public Affairs Officer.
- b. State emergency public information will be coordinated through the Washington Emergency Information Center (WEIC), a part of the state Emergency Operations Center (EOC). If a Joint Information Center (JIC) is established, state-level emergency public information also will be provided to the media and the public through that facility. The state will assist with locating and managing the operation of such a center.
- c. State agencies with specific Emergency Support Functions (ESFs) or other response roles, for example in a chemical or radiological emergency, will provide staff support for the state's emergency public information efforts. This support will be provided when requested by the Governor's Communications Director and in accordance with any site-specific emergency plans and the *Washington State Comprehensive Emergency Management Plan* (CEMP).

3. Federal Information Support Structure

- a. The state will coordinate with federal agencies to provide federal-level information to the public following a natural or technological emergency or disaster, as deemed necessary.
- b. The federal government will assist with locating and managing the operations of a JIC, if requested.

C. Notification

Local jurisdictions, state agencies, and other emergency response organizations will be notified by the state EMD when an emergency or disaster has occurred that requires an emergency public information response request to support the state EOC or the WEIC.

D. Emergency Management Activities

All Pertinent Agencies:

1. Identify and train appropriate staff to implement the public information responsibilities outlined in this plan and appendix.
2. Prepare and coordinate public information resource materials to be used for an emergency or disaster.
3. Participate in a coordinated program to educate the public about hazards caused by emergencies or disasters, and the actions people may be asked to take to protect themselves, their property, and the environment.
4. Respond to all hazards and to hazard-specific incidents involving releases from the Umatilla Chemical Depot, Columbia Generating Station, and the facilities of the U.S. Department of Energy on the Hanford Site, in accordance with emergency response plans and procedures for each site and the Washington State CEMP.

V. RESPONSIBILITIES**A. Primary Agency****Washington State Military Department, Emergency Management Division**

1. Establishes the WEIC as a means to provide instructions and information to the public about a natural emergency or disaster, or hazard-specific chemical or radiological incident. The WEIC will provide information to the public, media, and appropriate state elected officials, legislators and members of Congress who represent areas affected by the emergency or disaster. This will be done in cooperation and collaboration with the Governor's Communications Director.
2. Coordinates the management of the state's emergency public information response through all phases of an emergency or disaster. This will be done in cooperation and collaboration with the Governor's Communications Director.
3. Provides information on the emergency or disaster, its impact on the state, state response actions, and agency support being provided to local jurisdictions and state response agencies. This will be done in cooperation and collaboration with the Governor's Communications Director.

4. Provides information on recovery programs designed to return the affected community, as nearly as possible, to its pre-incident condition. This will be done in cooperation and collaboration with the Governor's Communications Director.

B. Support Agencies

1. State Agencies

As listed in the CEMP Basic Plan, the following Washington State agencies have committed to providing general public information officer support, as requested, to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities, should an emergency, disaster, or hazard-specific incident occur:

Office of the Attorney General
 Department of Agriculture
 Board of Community and Technical Colleges
 Department of Community, Trade and Economic Development
 Department of Corrections
 Department of Ecology
 Department of Employment Security
 Department of Fish and Wildlife
 Department of General Administration
 Department of Health
 Governor's Office of Indian Affairs
 Office of the Insurance Commissioner
 Department of Labor and Industries
 Department of Licensing
 Liquor Control Board
 Military Department - National Guard
 Department of Natural Resources
 Parks and Recreation Commission
 Washington State Patrol
 Department of Retirement Services
 Office of the Secretary of State
 Department of Social and Health Services
 Superintendent of Public Instruction
 Department of Transportation
 Utilities and Transportation Commission
 Department of Veterans' Affairs

2. American Red Cross

Provides information on location of shelters or assistance centers, and assistance being provided to people affected by an emergency, disaster, chemical or radiological incident.

3. Federal Emergency Management Agency

- a. Coordinates federal-level information to the public following a natural or technological emergency or disaster.
- b. Assists with locating and managing the operations of a JIC, if requested.

VI. RESOURCE REQUIREMENTS

Resource requirements are identified in supporting plans and procedures.

VII. REFERENCES

See Appendix 3, Comprehensive Emergency Management Plan, References.

IX. APPENDIX

Appendix 2, Tab A, Public Information and Public Education for Radiological and Chemical Hazards.

**APPENDIX 2
TAB A
PUBLIC INFORMATION AND PUBLIC EDUCATION FOR
RADIOLOGICAL AND CHEMICAL HAZARDS**

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Office of the Attorney General
Washington State Board of Community and Technical Colleges
Washington State Department of Community, Trade and
Economic Development, Energy Policy
Washington State Department of Corrections
Washington State Department of General Administration
Washington State Department of Ecology
Washington State Employment Security Department
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State Governor's Office of Indian Affairs
Washington State Office of the Insurance Commissioner
Washington State Department of Labor and Industries
Washington State Department of Licensing
Washington State Liquor Control Board
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Retirement Services
Washington State Office of the Secretary of State
Washington State Superintendent of Public Instruction
Washington State Department of Social and Health Services
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
Washington State Department of Veterans' Affairs
Adams County
Benton County
Franklin County
Grant County
Kittitas County
Klickitat County
Walla Walla County
Yakima County
Umatilla Chemical Depot
U.S. Department of Energy, Hanford Site
Energy Northwest
American Red Cross
Federal Emergency Management Agency
Nuclear Regulatory Commission

I. INTRODUCTION

A. Purpose

To establish uniform policies for the effective development, coordination, and dissemination of public education materials and information to the public in case of a chemical or radiological emergency.

B. Scope

Washington State emergency public information actions before an emergency include dissemination of information to the public regarding how they will be notified and what their actions should be in an emergency. (For Columbia Generating Station (CGS), this is an annual requirement.) Information activities during and following any emergency will be determined by the severity of the emergency as declared by the involved facility or as perceived by the public. A significant emergency public information response will involve the affected facility, state, county, and city agencies. This Tab describes those agencies and their responsibilities.

II. POLICIES

Tab A provides mission assignments to those departments and jurisdictions as agreed upon by those entities.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant natural or technological event may cause the controlled or accidental release of radiological or chemical material from a facility.

B. Assumptions

1. An emergency has occurred, or public perception is such that people believe they have been placed in danger by a situation at a facility with chemical or radioactive materials.
2. The emergency would require responding agencies to provide instructions and information to the public about the emergency and actions people should take to protect lives, property, and the environment. Responding agencies also would provide information to reduce public concerns about the emergency and response activities.

IV. CONCEPT OF OPERATIONS

A. General

1. Facility owners/operators are responsible for providing the public with information about the emergency, and actions being taken to return the facility to normal operation.

2. Local jurisdictions are responsible for providing its citizens with information on the emergency and what immediate protective actions they should take, such as taking shelter or evacuating.
3. State agencies are responsible for providing the public with information about the emergency, intermediate protective actions designed to further protect property, the economy and the environment, and long-term recovery and recovery actions to restore the affected community to its pre-emergency condition.

B. Information Support Structure

1. Facility Information Support Structure

- a. The facility will establish a public information office to provide information to the public about the emergency and actions taken to return the facility to normal operation.
- b. The facility should establish a Joint Information Center (JIC), from which representatives of state, local jurisdiction, facility, and other responding agencies will provide information and instructions to the public and the media. Such a center should be jointly operated and managed by the local jurisdiction, state, and facility.
- c. The facility's JIC will also establish coordinated arrangements for dealing with rumors and with the media.

2. Local Jurisdiction Information Support Structure

The local jurisdictions will establish a public information office to provide information and instructions to its citizens before, during, and after a chemical or radiological emergency. This office will coordinate its emergency public information actions with the affected facility's JIC to minimize the chances for misinformation.

3. State Information Support Structure

- a. The Washington State Military Department, Emergency Management Division's (EMD) Public Information Officer (PIO) will coordinate the management of the state's emergency public information response through all phases of a chemical or radiological emergency. This will be accomplished in conjunction and collaboration with the Governor's Communications Director and the Military Department's Public Affairs Officer (PAO).
 - 1) Columbia Generating Station, 2000 George Washington Way, Richland, WA 99352. The point of contact is the JIC Manager.
 - 2) United States Department of Energy-Hanford Site (Hanford Site), 825 Jadwin, Richland, WA 99352. The point of contact is the JIC Manager.

- 3) Chemical Stockpile Emergency Preparedness Program (CSEPP), 4700 Northwest Pioneer Place, Pendleton, OR 97801. The point of contact is the JIC Manager.
- b. State-level emergency public information will be coordinated through the Washington Emergency Information Center (WEIC), a part of the state Emergency Operations Center (EOC). If a JIC is established at or near the facility, state-level emergency public information will also be provided to the media and the public through that facility. The JIC will be the primary source of public information when it is activated.
- c. State agencies with a response and recovery role in a chemical or a radiological emergency will provide staff support for the state's emergency public information efforts. This support will be provided when requested by the Governor's Communications Director and in accordance with site-specific emergency plans and the *Washington State Comprehensive Emergency Management Plan* (CEMP).

C. Notification

Selected organizations will be notified by the state EMD when a chemical or radiological emergency has occurred.

D. Emergency Management Activities

All Pertinent Agencies

- a. Identifies and trains appropriate staff to carry out the public information responsibilities outlined in this Tab.
- b. Prepares and coordinates public information resource materials to be used for a chemical or radiological emergency.
- c. Participates in a coordinated program to educate the public about hazards posed by chemical or radiological emergencies, and actions people may be asked to take to protect themselves, their property, and the environment. For Columbia Generating Station this program will provide the permanent and transient adult population within the plume exposure pathway Emergency Planning Zone (EPZ) an adequate opportunity to become aware of the information annually.
- d. Responds to emergencies involving releases from the Umatilla Chemical Depot (UMCD), Columbia Generating Station, and the Hanford Site, according to emergency response plans and procedures and the CEMP.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

1. Establishes the WEIC as a means to provide instructions and information to the public about a chemical or radiological emergency. The WEIC will provide information to the public, appropriate state elected officials, and legislators and members of Congress who represent areas affected by a chemical or radiological emergency.
2. Coordinates the management of the state's emergency public information response through all phases of a chemical or radiological emergency. This will be done in cooperation and collaboration with the Governor's Communications Director and the Military Department's PAO
3. Provides information on the emergency or disaster, how it has affected the state, and state response and recovery actions.
4. Provides information on agency support being provided to local jurisdictions and state response and recovery agencies.
5. Provides information on recovery programs designed to return the affected community to its pre-emergency condition.
6. Designates a spokesperson with access to all necessary information and establish arrangements for timely exchange of information among spokespersons.
7. Participates in coordinated programs to acquaint news media with the emergency plans, information concerning radiation, and points of contact for release of public information in an emergency for the Columbia Generating Station program, at least annually.
8. In coordination with the Columbia Generating Station Program, provides the "Radiological Emergency Information for Farmers, Food Processors, and Distributors" brochure through the counties to appropriate parties within the plume exposure pathway EPZ on an annual basis, or when requested.

B. Support Agencies

1. Washington State Department of Agriculture

- a. Provides information on food controls with other participating agencies and local officials.
- b. Issues expeditious directives relating to milk pick up, and processing.
- c. Provides information on commodities in potentially affected areas.

- d. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency.
- e. Designates a spokesperson with access to necessary information and establish arrangements for timely exchange of information with other spokespersons.

2. Washington State Department of Ecology

- a. Provides information on environmental protection, monitoring and clean up actions under its jurisdiction during a chemical or radiological emergency.
- b. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

3. Washington State Department of Fish and Wildlife

- a. Provides information on the impact of a chemical or radiological emergency on resources under its jurisdiction.
- b. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

4. Washington State Department of Health

- a. Provides technical information about the preservation of public health.
- b. Provides technical information on environmental protection, monitoring and clean up actions under its jurisdiction during a chemical or radiological emergency.
- c. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.
- d. Designates a spokesperson with access to necessary information and establishes arrangements for timely exchange of information with other spokespersons.

5. Washington State Department of Labor and Industries

- a. Provides information on worker safety and personal protective equipment to be used by state and local emergency workers.
- b. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

6. Washington State Military Department, National Guard

- a. The Military Department's PAO coordinates release of information with the Governor's Communications Director and the EMD PIO.

- b. Provides information on Air and Army National Guard department support to state and local response agencies.

7. Washington State Parks and Recreation Commission

- a. Provides information on the impact a chemical or a radiological emergency has had on state park facilities.
- b. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

8. Washington State Patrol

- a. Provides information on law enforcement, traffic control, and transportation assistance provided to state and local jurisdictions.
- b. Provides information on the impact a chemical or a radiological emergency has had on the state's road system, and on the establishment of alternative routes, in coordination with the state Department of Transportation (WSDOT).
- c. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

9. Washington State Department of Transportation

- a. Provides information on the department's response actions to in support of local and state agencies.
- b. Provides information on the impact a chemical or a radiological emergency has had on the state's road system, and on the establishment of alternative routes, in coordination with the Washington State Patrol (WSP).
- c. Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

10. Washington State Department of Veterans' Affairs

Provides public information support to the state EOC, WEIC, and JIC during a chemical or radiological emergency, as requested.

11. Ingestion Exposure Pathway Emergency Planning Zone Counties

- 1. Adams, Benton, Franklin, Grant, Walla Walla, and Yakima
 - a. Prepares procedures to provide instructions and information to the public in case of a release of radioactive or other hazardous materials from Columbia Generating Station, or facilities on the Hanford Site.

- b. Identifies and trains staff to carry out the county's emergency public information function.
 - c. Educates the permanent and transient populations about radiological hazards and actions people may be asked to take to protect themselves, their property, and the environment.
 - d. Provides information to the public about protective actions and county response activities during a radiological emergency.
 - e. Provides public information support to the JIC, if possible.
- 2. Benton and Franklin Counties will conduct an annual survey of a statistical sample of the residents within the Columbia Generating Station plume exposure pathway EPZ to assess their awareness of the public notification systems and the availability of public emergency information, and forward the information to the Federal Emergency Management Agency (FEMA) and the state EMD.
 - 3. Benton County will also prepare procedures to provide instructions and information to the public in case of a release of chemicals from the UMCD.

12. Kittitas and Klickitat Counties

Provides information to the state or surrounding local jurisdictions on any hazards resulting from an emergency at the Hanford Site or the UMCD.

13. Umatilla Chemical Depot

- a. Assists in locating and managing the operations of a JIC established for a chemical emergency at the facility.
- b. Provides information on the chemical emergency and actions being taken to return the operation of the facility to normal.
- c. Provides, or assists the Service Response Force in providing information on environmental monitoring, affect the emergency had on the environment, and on clean up activities.

14. U.S. Department of Energy-Hanford Site

- a. Provides a facility for the JIC, and assists in managing its operations.
- b. Provides information on the emergency and actions being taken to return the operation of the Hanford Site facility to normal.
- c. Provides information on environmental monitoring, accident assessment, and clean up activities under the direction of U.S.

Department of Energy- Hanford Site and other U.S. Department of Energy programs.

- d. Designates a spokesperson with access to all necessary information and establish arrangements for timely exchange of information with other spokespersons.

15. Energy Northwest

- a. Provides a facility for the JIC, and assists in managing its operations.
- b. Provides information on the emergency and actions being taken to return the operation of Columbia Generating Station to normal.
- c. Provides information on the location of claim centers and the provisions of the Price-Anderson Act related to assisting people who have been affected by a radiological emergency at the Columbia Generating Station.
- d. Designates a spokesperson with access to all necessary information and establish arrangements for timely exchange of information with other spokespersons.

16. American Red Cross

Provides information on location of shelters or assistance centers, and assistance being provided to people affected by a chemical or radiological emergency.

17. Federal Emergency Management Agency

- a. Coordinates federal-level information to the public following a chemical or radiological emergency.
- b. Assists with locating and managing the operations of a JIC, if requested.

18. Nuclear Regulatory Commission

Provides information on Commission activities related to a radiological emergency.

C. Other Supporting Washington State Agencies

In addition to support agencies listed in this Appendix, the following state agencies have committed to providing general PIO support, as requested, to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities, should an emergency, disaster, or hazard-specific incident occur as listed in the CEMP Basic Plan:

Washington State Office of the Attorney General

Washington State Board of Community and Technical Colleges
Washington State Department of Community, Trade and Economic
Development, Energy Policy
Washington State Department of Corrections
Washington State Department of General Administration
Washington State Employment Security Department
Washington State Governor's Office of Indian Affairs
Washington State Office of the Insurance Commissioner
Washington State Department of Licensing
Washington State Liquor Control Board
Washington State Department of Natural Resources
Washington State Department of Retirement Systems
Washington State Office of the Secretary of State
Washington State Department of Social and Health Services
Washington State Superintendent of Public Instruction
Washington State Utilities and Transportation Commission

VI. RESOURCE REQUIREMENTS

Resource requirements are identified in supporting plans and procedures.

VII. REFERENCES

See Basic Plan for authorities.

APPENDIX 3 REFERENCES

This Plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents. See each Appendix and each Emergency Support Function for other appropriate references.

GOVERNING REVISED CODES OF WASHINGTON AND WASHINGTON ADMINISTRATIVE CODES:

Chapter 09.73. RCW, Rights of Privacy.

Chapter 38.08 RCW, Powers and Duties of Governor.

Chapter 38.12 RCW, Militia Officers.

Chapter 38.52 RCW, Emergency Management.

Chapter 38.54 RCW, State Fire Service Mobilization.

Chapter 43.06 RCW, Governor's Emergency Powers.

RCW 43.21G.040, Governor's Energy Emergency Powers.

Chapters 43.31, 46.63A RCW, Department of Community, Trade and Economic Development.

Chapter 43.105 RCW, Washington State Information Services Board (ISB).

Chapter 70.102 RCW, Hazardous Substance Incidents.

Chapter 70.105 RCW, Public Health and Safety.

Chapter 70.136 RCW, Hazardous Materials Incidents.

Chapter 80.01 RCW, Utilities and Transportation Commission.

Chapter 80.36 RCW, Telecommunications.

Chapter 80.50 RCW, Siting Energy Facilities.

Chapter 82.14B RCW, Counties - Tax on Telephone Access Line Use.

Chapter 118 WAC, Emergency Management.

Chapter 118.04 WAC, Emergency Worker Program.

Chapter 365-300 WAC, Enhanced 911 Funding.

Chapter 480-120 WAC, Telephone Companies.

Chapter 480-121 WAC, Registration of Telecommunications Companies.

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Code of Federal Regulations, Title 44, Parts 206.131.e.4

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APPENDIX 4 DEFINITIONS AND ACRONYMS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

ACCESS CONTROL POINT (ACP) - Road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A) - The portion of the Federal Emergency Response Teams that is the first federal group deployed to the field to respond to a disaster.

AERIAL RADIOLOGICAL MONITOR - A radiological monitor who utilizes aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

ANAEROBIC - Pertaining to a microorganism that can live and grow in the absence of oxygen.

ANIMAL - any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes, or as a pet. This term excludes: Birds; rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; other farm animals including but not limited to livestock or poultry used or intended for use as food or fiber; livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

COMPANION ANIMAL - not a legally defined, but is accepted as another term for pet.

EXOTIC ANIMAL - any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

FARM ANIMAL - any domestic species of cattle, sheep, swine, goats, llamas, or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink, and chinchilla when they are used solely for purposes of meat or fur, and animals such as horses and llamas when used solely as work and pack animals.

FISH - finfish, mollusks, crustaceans, and all other forms of marine animal and plant life other than marine mammals and birds. Under "Definitions" of the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, (as amended in October 1996).

MARINE MAMMAL - any mammal which (A) is morphologically adapted to the marine environment (including sea otters and members of the orders Sirenia, Pinnipedia and Cetacea), or (B) primarily inhabits the marine environment (such as the polar bear); and, for the purposes of this chapter, includes any part of any such marine mammal, including its raw, dressed, or dyed fur or skin. Under the Marine Mammal Protection Act of 1972 (as amended in 1994).

PET ANIMAL - any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

SERVICE ANIMAL - any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

SOCIAL ANIMAL - often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

THERAPY ANIMAL - not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have "no pets" policies. Therapy animals are not usually service animals.

WILD ANIMAL - any animal that is now or historically has been found in the wild, or in the wild state, within the boundaries of the United States, its territories, or possessions. This term includes, but is not limited to, animals such as deer, skunk, opossum, raccoons, mink, armadillos, coyotes, squirrels, fox, and wolves.

ANTIBIOTIC - A substance that inhibits the growth of or kills microorganisms.

AUTHORIZED OFFICIAL - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

ANTHRAX - An acute bacterial disease that usually affects the skin, but which may also involve the intestinal or respiratory tract. *Bacillus anthracis*, the agent that causes Anthrax, is usually transmitted to humans through contact with infected animals or animal products. Depending on the mechanism of transmission, a cutaneous (skin) form (contact), a gastrointestinal form (food borne), or pulmonary form (airborne) may develop. Antibiotics are necessary for treatment.

BACTERIA - Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals. Plural of bacterium

BRUCELLOSIS - A disease caused by one of several *Brucella* species that is characterized by fever, night sweats, anorexia, headache and back pain. *Brucella* is found naturally worldwide. Associated with infectious abortions in animals, the six species of *Brucella* are linked to chronic infections in animals and pose an occupational hazard to those who work with animals. Antibiotics are necessary for treatment.

BIOLOGICAL WARFARE - The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

CATASTROPHE - An expected or unexpected event in which a community, because of the severity of the event, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN - A plan that spells out how an Army installation will handle chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

BLISTER AGENT (vesicants) - Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethalties, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and

restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

BLOOD AGENT - Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

CHOKING AGENT - Compounds that injure an unprotected person chiefly in the respiratory tract (the nose, throat and particularly the lungs). In extreme cases, membranes swell, lungs become filled with liquid, and death results from lack of oxygen; thus, these agents "choke" an unprotected person. Choking agents include phosgene, diphosgene, and chlorine.

NERVE AGENT - Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP) - The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents by the year 2004. The preferred mode of disposition is on-post incineration.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP) – A federally-funded program established by Congress in 1988 to provide the "maximum possible protection" for citizens near the nation's eight chemical weapons storage sites, including the Umatilla Army Depot. This protection is provided through emergency planning, early warning systems and public education.

CLAIMANT - The individual making a claim or their legal representative.

COMPREHENSIVE EMERGENCY MANAGEMENT - See EMERGENCY MANAGEMENT.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

COMMON PROGRAM CONTROL STATION (CPCS) - A broadcasting station in a local operational area that has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

CONGREGATE CARE CENTER - A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

CONSEQUENCE MANAGEMENT - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service,

protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

CONTAGIOUS - Capable of being transmitted from one person to another.

COUNTER-TERRORISM - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT - Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination, and assurance of public health and safety.

CUTANEOUS - Pertaining to the skin.

DECONTAMINATION - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

DEFENSE COORDINATING OFFICER (DCO) - Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR - The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

DEPLETED URANIUM AD-38 - Uranium with a concentration of Uranium-235 smaller than that found in nature (0.711 percent). It is largely a byproduct ("tails") of the Uranium enrichment process. This material is essentially not harmful to human health. It is often found in aircraft as counterweights and in boats as ballast material. It is also used in anti-tank or armor-piercing ammunition to enhance penetration.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER FIELD OFFICE (DFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

DIRECT EFFECTS - The effect classified as "direct" includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

DIRECT FEDERAL ASSISTANCE - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

DOSIMETER - A radiation detection device that can measure accumulated radiation dose. The device could be a film badge, thermo luminescent dosimeter (TLD), or an electrostatic pocket dosimeter. Different dosimeter designs are required to measure gamma radiation, neutron radiation, etc.

EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY PLANNING ZONES (EPZs) - The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a

radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENDOGENOUS - Produced or originating from within the cell or organism. Concerning spore formation within the bacterial cell.

ENGINEER - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

ENRICHED URANIUM - Uranium in which the abundance of the Uranium-235 isotope has been increased above the natural amount (0.711 percent), Uranium-235.

EVIDENCE SEARCH - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

EXPLOSIVE ORDNANCE DISPOSAL (EOD) - The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

FALLOUT PROTECTION FACTOR (FPF) - Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location to exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

FEDERAL COORDINATING OFFICER (FCO) - The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT - A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management Agency Regional Director and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the state.

FEDERAL EMERGENCY RESPONSE TEAM - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

FEDERAL INFORMATION PROCESSING STANDARD (FIPS) - Pre-assigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FEDERAL RESPONSE PLAN (FRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that results in a requirement for federal response assistance.

FIELD ASSESSMENT TEAM (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FIRE COMMUNICATIONS (FIRECOM) - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

FIRE SERVICES DEFENSE REGIONS - One of nine regions within the state responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP,

and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

FIRESET - The system of components in a nuclear weapon that converts (if necessary), stores, and releases electrical or chemical energy to detonate weapon when commanded by the fusing system.

FISSILE MATERIAL - An isotope that readily fissions after absorbing a neutron of any energy, either fast or slow. Fissile materials are Uranium-235, Uranium-233, Plutonium-239 and Plutonium-241. Uranium-235 is the only naturally occurring fissile isotope.

FISSION - The splitting of the nucleus of a heavy atom into two lighter nuclei. It is accompanied by the release of neutrons, X-rays, gamma rays, and kinetic energy of the fission products.

FISSION WEAPON - A nuclear warhead whose material is Uranium or Plutonium that is brought to a critical mass under pressure from a chemical explosive detonation to create an explosion that produces blast, thermal radiation, and nuclear radiation through fission. The complete fission of one pound of fissionable materials has a yield equivalent to 8,000 tons of TNT.

FOOD ACCESS CONTROL POINT (FACP) - An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

FORMALIN - A watery solution of 37 percent formaldehyde.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

FUSION - The opposite of fission, in which two light nuclei atoms deuterium and/or tritium combine to form a heavier nucleus with the release of a substantial amount of energy. Extremely high temperatures, resulting in highly energetic, fast moving nuclei, are required to initiate fusion reactions,

FUSION WEAPON - Two stage nuclear warhead containing fusion materials, such as Deuterium and Tritium, that are brought to critical density and temperature conditions by use of a primary fission reaction in order to initiate and sustain a rapid fusion process. This process in

turn creates an explosion that produces blast, thermal radiation, and nuclear radiation. This type of device is commonly known as hydrogen bomb and thermonuclear weapon.

GAMMA RADIATION - High-energy electromagnetic radiation emitted by nuclei during nuclear reactions or radioactive decay. These rays have high energy and a short wave length. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays or radiation are potentially lethal to humans, depending of the intensity of the flux.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

G-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1930's. Examples are tabun (GA), sarin (GB), soman (GD), and GF.

GUN-TYPE WEAPON - A gun-barrel-shaped device in which two or more pieces of fissionable material, each less than a critical mass, are brought together very rapidly so as to form a supercritical mass that can explode as the result of a rapidly expanding fission chain reaction.

HANFORD SITE - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

HAZARD MITIGATION GRANT PROGRAM - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HEMORRHAGIC - Pertaining to or marked by an abnormal, severe internal or external discharge of blood.

HIGH-LEVEL WASTE (HLW) - Nuclear power plant waste that is very radioactive. This waste is usually (1) irradiated (spent) reactor fuel; (2) liquid waste resulting from the operation of the first cycle solvent extraction system and the concentration wastes from subsequent extraction cycles, in a facility for reprocessing irradiated reactor fuel; and (3) solids into which such liquid wastes have been converted. Most HLW in the United States is spent fuel discharged from commercial nuclear power reactors, but there is some reprocessed HLW from defense activities and a small quantity of reprocessed commercial HLW.

HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR) - Radio frequency for communications between emergency medical responders.

IMMEDIATE RESPONSE ZONE (IRZ) – The planning zone immediately surrounding each Army CSEPP installation. Generally, it extends to about 6 miles from the installation's chemical storage area. At some installations it extends to about 9 miles.

IMPLOSION WEAPON - A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

INCAPACITATING AGENTS - Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

VOMITING AGENTS - Produce nausea and vomiting effects, can also cause coughing sneezing, pain in the nose and throat, nasal discharge, and tears.

TEAR (riot control agents) - Produce irritating or disabling effects that rapidly disappear within minutes after exposure ceases.

CENTRAL NERVOUS SYSTEM DEPRESSANTS - Compounds that have the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation, and lack of motivation.

CENTRAL NERVOUS SYSTEM STIMULANTS - Compounds that have the predominant effect of flooding the brain with too much information. The primary mental effect is loss of concentration, causing indecisiveness and the inability to act in a sustained, purposeful manner.

INCIDENCE – Frequency of disease occurrence.

INCIDENT - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS)

- a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

INDIVIDUAL ASSISTANCE OFFICER (IAO) - The individual who, under the direction of the Federal Coordinating Officer monitors the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

INDUSTRIAL AGENTS - Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene,

chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

INFECTIOUS - Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION - The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INGESTION EXPOSURE PATHWAY - When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed in part to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

INGESTION PLANNING ZONE (IPZ) – Per Integrated Plan it is the Ingestion Exposure Pathway Emergency Planning Zone. Ingestion exposure pathway is the potential pathway of radioactive materials to the public through consumption of radiological contaminated water, food crops, or dairy products. This planning zone extends 50 miles in radius from the nuclear power plant.

INHALATION - The act of drawing breath, vapor, or gas into the lungs.

INTERFACE AREA - The area where residences are built in proximity to the flammable fuels naturally found in wildland areas, such as forests, prairies, hillsides and valleys.

INTERFACE FIRE - Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

INTERMIX FIRE - Fire that threatens or has caused damage in areas containing both forestlands and structures.

IRRADIATION - Exposure to neutrons in a nuclear reactor or more generally, exposure to any source of radiation.

IONIZING RADIATION - Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

JOINT PRIMARY AGENCY - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

LAND SEARCH AND RESCUE - See SEARCH AND RESCUE.

LAW ENFORCEMENT RADIO NETWORK (LERN) - Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

LESION - An injury or wound. A single infected patch in a skin disease.

LIQUID AGENT - A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

LOCAL DIRECTOR - The director or designee of a county or municipal emergency management agency jurisdiction.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

LYMPHATIC - Of or pertaining to the alkaline fluid found in the lymphatic vessels

MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance... in alleviating the damage, loss, hardship, or suffering caused thereby.

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) - Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax

incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

NATIONAL CONTINGENCY PLAN (NCP) - "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

NATIONAL DISASTER MEDICAL SYSTEM (NDMS) - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies, and the private sector.

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

NATIONAL RESPONSE CENTER - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) - Advisory committee that reviews and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHZ) frequencies within the state.

NATIONAL SEARCH AND RESCUE PLAN (NSP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

NATURAL URANIUM - Uranium as found in nature, containing about 0.711 percent of Uranium-235, 99.283 percent of Uranium-238, and a trace (0.0006 percent) of Uranium-234. It is mined as an ore in various regions of the world and is relatively inexpensive.

NEBULIZER - A device for producing a fine spray or aerosol.

NEUROLOGIC - Adjective relating to the branch of medicine that deals with the nervous system and its diseases.

NEUROMUSCULAR - Concerning both nerves and muscles

NEUROTOXIN - A substance that attacks nerve cells.

NON-PERSISTENT AGENT - An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) - A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

NUCLEAR REGULATORY COMMISSION (NRC) - The federal agency that regulates and licenses commercial nuclear facilities.

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) - A frequency used by "on-scene" emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

ORGANOPHOS-PHOROUS COMPOUND - A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

PATHOGEN - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

PATHOGENIC AGENTS - Biological agents capable of causing serious disease.

PERSISTENT AGENT - An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

PLAGUE - A disease caused by *Yersinia pestis*, which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the later being the most common result of a bioterrorist event. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue, muscle aches and cough progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

PLUME - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

POINT-SOURCE DELIVERY SYSTEM - A delivery system in which the biological agent is dispersed from a stationary position. This delivery method results in coverage over a smaller area than with the line-source system. (See also "Line-Source Deliver System.")

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PRIVATE BRANCH EXCHANGE (PBX) - A telephone switch system owned and operated by the user.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

PROJECT WORKSHEET TEAMS - Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

PROPHYLAXIS - Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

PROTECTIVE ACTION DECISION (PAD) - An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

PROTECTIVE ACTION RECOMMENDATION (PAR) - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

PULMONARY - Concerning or involving the lungs.

Q FEVER - A disease caused by the rickettsia *Coxiella burnetii* that is characterized by fever, malaise, and muscular pains. The average incubation period is 2 to 3 weeks but may be less depending on the dose. Q-fever is rarely transmitted from person to person. Antibiotics are necessary for treatment.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RADIOGRAPHIC - Adjective relating to the process of producing an image on a radiosensitive surface like photographic film with radiation other than visible light, especially by x-rays passed through an object.

RADIOLOGICAL CALIBRATION - A procedure utilizing radioactive sources for establishing the accuracy of radiological instruments.

RADIOLOGICAL CONTAMINATION - Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

RADIOLOGICAL COUNTERMEASURES - Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

RADIOLOGICAL PROFILE (RADPRO) - A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

RADIOLOGICAL MONITOR (RM) - An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

RADIOLOGICAL RESPONSE TEAM (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The

Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

RECOVERY

- a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RECOVERY and RESTORATION TASK FORCE (RRTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

RECOVERY RESOURCE GROUP (RRG) – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD) - The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

REMOTE PICK-UP UNIT (RPU) - A radio transmitter and receiver used in conjunction with Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

REPROCESSED URANIUM - Uranium that has been recovered from spent fuel rods. It typically contains small amounts of Uranium-234 and Uranium-236 in addition to Uranium-235 and Uranium-238.

RESCUE COORDINATION CENTER (RCC)

- a. (Federal) - A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).

- b. (State) - An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state, and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

RESPONSE - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

ROENTGEN MAN EQUIVALENT (REM) - The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

ROUTE OF EXPOSURE (Entry) - The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

SEARCH AND RESCUE - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes **DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE**. Also referred to as **LAND SEARCH AND RESCUE** to differentiate from **AIR SEARCH AND RESCUE**.

SELF-PROTECTION MONITORING - A capability that provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

SHELTER MONITORING - A capability which provides for the means to detect, measure, and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a “resting stage.”

STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor’s Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

STATE FIRE DEFENSE COMMITTEE - A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

SURGE/INCREASED READINESS - A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may be part of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

SURVIVABLE CRISIS MANAGEMENT (SCM) - The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

SYNDROME - A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

THERMONUCLEAR WEAPON - A nuclear weapon (also referred to as a hydrogen bomb) in which the main contribution to the explosive energy results from fusion of light nuclei such as Deuterium and Tritium. The high temperatures required for such fusion reactions are obtained by means of an initial fission explosion.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS - A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation. Some examples of toxins include:

BOTULINUM TOXIN - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism – food borne (the classic form), wound, and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and if available administration of the botulism antitoxin can aid treatment.

RICIN - A toxin made from the processing of Castor beans for oil. Symptoms of ricin poisoning would result about 3 hours after exposure through inhaling, ingesting or injecting and would cause cough, tightness of the chest, difficulty breathing, nausea and muscle aches. This could progress to death within 36-48 hours from respiratory or circulatory collapse. No vaccine or anti-toxins are available, only supportive treatment.

SAXITOXIN - A potent neurotoxin produced by certain dinoflagellates that accumulates in shellfish feeding on these organisms and consequently causes paralytic shellfish poisoning in human beings who eat the contaminated shellfish. Development of this illness is extremely rapid with initial symptoms such as numbness or tingling in the lips, tongue and fingertips followed by a general lack of muscle coordination. At high doses death from respiratory paralysis may occur within less than 15 minutes.

TRAINING EVENT - A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

TRIAGE - The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

TRIGGER LIST - A list of sensitive items to which export controls are to be applied. The Zangger Committee (INFCIRC 209) and the Nuclear Supplier Group (INFCIRC 254) each have trigger lists.

TULAREMIA - A disease caused by the bacterium *Francisella tularensis* that is characterized by an abrupt onset of fever, chills, headaches, muscle aches and non-productive cough. The average incubation period is 3 to 5 days but can range from 1 to 21 days. Tularemia is usually transmitted occupationally to humans through infected animals, animal products or tick bites. Tularemia is not transmitted from person to person. Antibiotics are necessary for treatment.

UMATILLA CHEMICAL DEPOT (UMCD) - A United States Army ordnance storage facility located in northeastern Oregon formerly known as Umatilla Depot Activity (UMDA). The Depot has been operated since 1942 as a storage site for conventional Army ammunition, bombs, artillery shells, and landmines. It is now a storage site for unitary and binary chemical weapons and agents. Send to Steve DeBow for clarification

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. (There is private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

URANIUM DIOXIDE - The chemical form of Uranium that is most commonly used in power reactors. Also known as "Brown Oxide," even though it is nearly black when pressed into pellets.

URANIUM OXIDE - The generic name for a group of uranium compounds that includes Uranium Dioxide (UO₂, Brown Cycle), Uranium Trioxide (UO₃, Orange Cycle), Uranus-Uranium Oxide (U₃O₈, Black Cycle), and Uranium Peroxide (UO₄.2H₂O).

URBAN FIRE - Fire that is primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCE - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

VACCINE - A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

VAPOR AGENT - A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

VENOM - A poison produced in the glands of some animals such as snakes, scorpions, and bees.

VESICLE - A blister-like, small elevation on the skin containing fluid or a small sac or bladder containing fluid. Vesicles may vary in diameter from a few millimeters to a centimeter. They may be round, transparent, opaque, or dark elevations of the skin.

VIRUS - An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

HEMORRHAGIC FEVER - Any of a diverse group of diseases characterized by a sudden onset of fever, aching, bleeding in the internal organs, petechiae, and shock. They include Ebola, Lassa, and Marburg viruses.

SMALLPOX - An acute, highly contagious, sometimes fatal, disease caused by Variola Major Virus. Symptoms include a high fever and successive stages of severe widespread skin eruptions (papules) that eventually blister, suppurate, and form pockmarks. Smallpox can be spread by direct contact or through the airborne route.

VENEZUELAN EQUINE ENCEPHALITIS (VEE) - VEE is a mosquito-borne arbovirus. In nature, VEE infects animals and is transmitted to humans through mosquitoes that have fed on the infected animals. The disease is characterized by sudden onset of headache, chills and fever, nausea and vomiting, muscle and bone aches, and encephalitis occurring in a very small portion of cases.

V-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1950s. They are generally persistent. Examples are VE, VG, VM, VS, and VX.

VITRIFICATION - The solidification process to bind hazardous waste indefinitely. Hazardous waste is melted with a mixture of sand and reground fusing materials (a frit) to form a glass for ease of handling and storage.

VOLATILITY - A measure of how readily a substance will vaporize.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Name changed to **Energy Northwest** in 1999) - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to **Columbia Generating Station**) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) - State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

WEAPONS GRADE MATERIAL - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent Uranium-235 or Plutonium with greater than about 90 percent Plutonium-239.

WEAPON OF MASS DESTRUCTION (WMD) (TITLE 18 USC, SECTION 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILDLAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WILDLAND FIRE - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

WIND (DF) MESSAGES - Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

YELLOWCAKE - A concentrated form of Uranium ore known as Uranium Diuranate.

ACRONYMNS

ACCESS	A Central Computerized Enforcement Service System
ACP	Access Control Point
ADA	Americans with Disabilities Act
AFRCC	Air Force Rescue Coordination Center
APHIS	Animal and Plant Health Inspection Services (USDA)
ANRC	American National Red Cross
ARC	American Red Cross
AVIC	Area Veterinary In Charge (USDA)
ATA	Air Transport Association of America
CAEC	County Animal Emergency Coordinator
CAIRA	Chemical Accident/Incident Response and Assistance
CAMEO	Computer Aided Management for Emergency Operations
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CLOREP	Chlorine Emergency Plan
CMA	Chemical Manufactures Association
CPCS	Common Program Control Station
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DFO	Disaster Field Office
DSHS	Washington State Department of Social and Health Services
DIS	Washington State Department of Information Services
DNR	Washington State Department of Natural Resources
DOD	US Department of Defense
DOH	Department of Health
DOS	US Department of State
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSHS	Washington State Department of Social and Health Services
DWI	Disaster Welfare Information
EAS	Emergency Alert System
EFSEC	Energy Facility Site Evaluation Council
EICC	Emergency Information and Coordination Center (FEMA)
EMC	Washington State Emergency Management Council
EMD	Washington State Emergency Management Division
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operating Procedures
EPA	Environmental Protection Plan
EPC	Emergency Processing Center
EPCRA	Emergency Planning Community Right-to-Know Act
FPP	Fallout Protective Factor
EPZ	Emergency Planning Zone

ERT-A	Emergency Response Team A
ESF	Emergency Support Function
EWAC	Emergency Worker Assistance Center
FAA	Federal Aviation Administration
FACP	Food Access Control Point
FADD	Foreign Animal Disease Diagnostician
FAST	Federal Assessment Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	Federal Highway Administration
FIPS	Federal Information Processing Standards
FIRECOM	Fire Communications
FNS	Food and Nutrition Service (US)
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan
FSAHCS	Food Safety Animal Health and Consumer Services
FS&LI	Food Safety and Livestock Identification
GA	Washington State Department of General Administration
GAR	Governor's Authorized Representative
GSA	US General Services Administration
HF	Statewide Emergency Communications System
HHS	Department of Health and Human Services (US)
HIVA	Hazard Identification and Vulnerability Assessment
HLW	High-Level Waste
HMS	Hazard Mitigation Strategy
HUD	US Department of Housing and Urban Development
IA	Individual Assistance
IAO	Individual Assistance Officer
IC	Incident Commander
IFGP	Individual and Family Grant Program
ICS	Incident Command System
INS	Immigration and Naturalization Services
IPZ	Ingestion Planning Zone
IRZ	Immediate Response Zone
ISB	Washington State Information Services Board
JIC	Joint Information Center
JTF	Joint Task Force
LERN	Law Enforcement Radio Network
LNO	Liaison Officer
MEDNET	Medical Emergency Delivery Network
NAWAS	National Warning System
NCP	National Contingency Plan
NDMS	National Disaster Medical System

NERP	National Emergency Repatriation Plan
NEST	Nuclear Emergency Search Team
NICC	National Information Coordination Center
NIMS	National Interagency Incident Management System
NPAC	National Poison Antidote Center
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRDA	National Resource Damage Assessment
NSRP	National Search and Rescue Plan
NVOAD	National Volunteer Organizations Active in Disasters
NWACP	Northwest Area Contingency Plan
OFA	Office of Family Assistance
OIE	Office International des Epizooties
OSC	On-Scene Coordinator
OSCCR	On-Scene Command and Coordination Radio
PA	Public Assistance
PAD	Protective Action Decision
PAO	Public Affairs Officer
PAO	Public Assistance Officer
PAR	Protective Action Recommendation
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PHS	Public Health Services
PIO	Public Information Officer
POE	Point of Entry
PPQ	Plant Protection and Quarantine
PSCDG	Primary State Core Decision Group
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RADPRO	Radiological Profile
RCW	Revised Code of Washington
RCC	Rescue Coordination Center
READEO	Regional Animal Disease Eradication Organization (USDA)
REM	Roentgen Man Equivalent
ReVAC	Regional Veterinary Activities Commander
RM	Radio Monitor
ROC	Regional Response Center (FEMA)
RPU	Remote Pick-Up Unit
RRG	Recovery Resource Group
RRT	Radiological Response Team
RRTF	Washington State Recovery and Restoration Task Force
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SARDA	State and Regional Disaster Airlift Plans
SATO	Scheduled Airline Traffic Office
SCM	Survivable Crisis Management
SECURE	State Emergency Communications
SEOO	State Emergency Operations Officer

SERC	State Emergency Response Commission
SCO	State Coordinating Officer
SLA	State and Local Assistance
SSA	Social Security Administration
SSCDG	Secondary State Core Decision Group
TANF	Temporary Assistance to Needy Families
UC	Unified Command
UHF	Ultra High Frequency
UMCD	Umatilla Chemical Depot
USA	Underground Service Alert
USCS	U.S. Customs Services
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
WAC	Washington Administrative Code
WADDL	Washington Animal Disease Diagnostic Laboratory
WARM	Washington Animal Response Management
WAVOAD	Washington Volunteer Organizations Active in Disasters
WEIC	Washington Emergency Information Center
WMD	Weapons of Mass Destruction
WNG	Washington National Guard
WSP	Washington State Patrol
WSDOT	Washington State Department of Transportation
WUTC	Washington Utilities and Transportation Commission

APPENDIX 5 ADMINISTRATION AND FINANCE

I. INTRODUCTION

Purpose

To provide guidance to state agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies or disasters, and to preserve vital records.

II. CONCEPT OF OPERATIONS

- A. State agencies and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
- B. Reports are required from state agencies and local jurisdictions or organizations to provide the Governor, the Washington State Military Department, Director for the Emergency Management Division (EMD), and other governmental officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. See Emergency Support Function (ESF) 23, Damage Assessment. Reports required include, but are not limited to:
 - 1. Situation Reports.
 - 2. Proclamations of Emergency requested.
 - 3. Requests for Assistance.
 - 4. Damage Assessment Reports.
- C. State EMD will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Volunteer members of an official emergency response team may take 15 days civil leave to assist in search and rescue efforts. Chapter 118.04 WAC covers the Emergency Worker Program in detail.
- D. Liability coverage
 - 1. The state EMD Incident Numbers (Mission or Disaster Incident Number Series) are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used by each local jurisdiction for the duration of the incident and the recovery period.

2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
- E. Repair and restoration of damaged facilities, which are new facilities, or an expansion of, or addition to, an existing facility may require an environmental impact study or permit prior to final project approval. Statutes and regulations that apply include, but are not limited to, the following:
1. Chapter 75.20 RCW, Construction Projects in State Waters.
 2. Chapter 76.09 RCW, Forest Practices.
 3. Chapter 86.16 RCW, Flood Plain Management.
 4. Chapter 173-14 WAC, Permits for Substantial Developments on Shorelines of the State.
 5. WAC 197-11-880, Guidelines Interpreting and Implementing the State Environmental Policy Act.
- F. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as per the following statutes and regulations:
1. Construction Projects in State Waters (Hydraulic Projects or Other Works) RCW 75.20.100.
 2. Forest Practices Act (Application for Forest Practices) RCW 76.09.060.
 3. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be Expedited), RCW 86.16.180.
 4. Shorelines Management Act (Shorelines Permit) WAC 173.14.040.(2).(3).
 5. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions) WAC 197.10.180.
- G. Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- H. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 CFR, Section 205.16. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
1. Federal financial assistance to the states or their political subdivisions is conditional on full compliance with Title 44 CFR, Part 205.

2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
3. As a condition of participation in the distribution of assistance or supplies under PL 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.
4. The provisions of Title 44 CFR, Section 205.16 concerning non-discrimination in disaster assistance shall be included in this document by reference.
5. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights Commission," shall be included in this document by reference.

III. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process of state and local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- B. State agencies will follow emergency procedures outlined in RCW 43.88.250, Emergency Expenditures. Whenever an emergency necessitates an expenditure for the preservation of peace, health, or safety, or for the carrying out of the necessary work required by law of any state agency for which insufficient appropriations have not been made, the head of such agency shall submit to the Governor's designee duplicate copies of a sworn statement, setting forth the facts constituting the emergency and the estimated amount of money required. If the Governor's designee approves such estimates, in whole or in part, the designee shall endorse each copy of the statement, together with a statement of the amount approved as an allocation from any appropriation available for allocation for emergency purposes and transmit one copy to the head of the agency thereby authorizing the emergency expenditures.
- C. Emergency purchases by state agencies shall be made in accordance with RCW 43.19.200.
- D. Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
 1. Cities under 300,000 population - Chapter 35.33 RCW.

2. Cities over 300,000 population - Chapter 35.32A RCW.
 3. Counties - Chapter 36.40 RCW.
- E. Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of state agencies and local jurisdictions or organizations.
- Complete and accurate records are necessary:
1. To document requests for assistance.
 2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
 3. For audit reports, detailed records will be kept from the onset of the event that include, but are not limited to:
 - a. Work that is performed by force account.
 - (1) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - (2) A schedule of equipment used on the job.
 - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - b. Work that is contracted out.
 - (1) Copies of requests for bids.
 - (2) The contract that is let.
 - (3) Invoices submitted by the contractor.
 - (4) Warrants authorizing check issuance.
 - c. Work done under inter-community agreements and mutual aids.
- F. Disaster-related expenditures and obligations of state agencies and local jurisdictions and organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- G. Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audit of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

IV. CEMP PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS

- A. Proposed changes to this plan will be accepted at anytime, especially after a major emergency or disaster, or anytime a key element changes. See CEMP Suggestions Form, page v.
- B. Plan changes will be published annually either using an entire new publication, by subsection, or by publishing only those pages that have changed on a Record of Revisions form.
- C. The normal review period will be every four years. It is the intent of state EMD, to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually.
- D. Changes to the ESFs will be coordinated and approved by the joint primary or primary agency. The approved changes will be provided to the state EMD for publication and distribution. It is not necessary to have changes to the ESF approved by the Governor, unless major changes in the Concept of Operations have been made. The determination of a major change is the discretion of the primary agency.
- E. Changes to the Basic Plan and Appendices will be coordinated with the appropriate state agencies and approved by the Director for the state EMD. The state EMD will then be responsible for the publication and distribution of the changes. It is not necessary to have changes to the Basic Plan or Appendices approved by the Governor, unless major changes in the Concept of Operations have been made. The determination of a major change is the discretion of the Director for the state EMD.

V. REFERENCES

See Basic Plan.

VI. TERMS AND DEFINITIONS

Force Account: The work on a grant or loan project performed more efficiently and economically by using labor, materials, or equipment of a public body or governmental entity.

APPENDIX 6 TRAINING, DRILLS, AND EXERCISES

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Health
Washington State Patrol
Washington State Department of Transportation
Washington State Counties
Umatilla Chemical Depot
United States Department of Energy-Richland Operations
Energy Northwest
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

To provide training, drills, and exercises to improve the skills of emergency management personnel and to ensure maximum readiness for state and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities, as well as, the public, and to support reentry and recovery operations.

B. Scope

Pertinent state and county agencies will take part in training, drills, and exercise programs in support of this Plan.

II. POLICIES

Training activities are to be coordinated to consolidate similar training sessions into joint hazards training opportunities. Whenever exercise activities have the potential to satisfy exercise requirements of a regulated program, the Washington State Military Department, Emergency Management Division (EMD) will seek approval to gain program credit for such activities.

III. CONCEPT OF OPERATIONS

A. General

Emergency management training, drills, and exercises are vital to the effectiveness of the *Washington State Comprehensive Emergency Management Plan* (CEMP) and its supporting procedures. These activities validate the operational concepts and resource preparations needed to carry out emergency

functions. Certain regulated programs use the term “drill.” It may mean either “drill” or “functional exercise” or “full-scale exercise” in standard emergency management parlance, which is used in this document.

B. Training

The training program is designed to enhance personnel proficiency in general emergency management subjects and to train emergency management personnel for their roles under operational plans and procedures. These activities take place at every level of government, as well as, in volunteer organizations and private businesses. Recovery training programs provide instruction for state, county, and municipal personnel responsible for implementing this Plan and its procedures. Initial and annual training is primarily accomplished through program orientations, tabletop exercises, functional exercises, full-scale exercises, and drills. Specific technical training is conducted in small groups by the lead agency for that activity. Recovery groups receiving training includes, but are not limited to, the following:

1. Directors or coordinators of recovery agencies receive comprehensive initial and annual training through orientations and drills on the overall program, and the decision-making process from their program staff.
2. Personnel responsible for damage assessment receive initial and annual training from the facility on the equipment and procedures necessary to accurately assess damage.
3. Hazardous materials monitoring teams and radiological analysis personnel receive initial and annual training from the facility and/or the Department of Health (DOH).
4. Law enforcement, security, and firefighting personnel receive annual training from facilities and/or local jurisdiction.
5. First aid and rescue personnel receive annual training from the facilities and/or the local jurisdiction.
6. Local support services personnel, including emergency services personnel, receive annual training from the local jurisdiction.
7. Medical support personnel receive annual training from the facility and/or local jurisdiction counties.
8. Personnel who transmit emergency information and instructions receive annual training from the local jurisdiction, state EMD, and the facility.
9. Personnel with reentry and/or recovery responsibilities receive initial and annual training from their respective organizations.
10. Exercises will include reentry and recovery activities, as determined in the needs assessment step of the exercise design process.

C. Drills

1. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

Fixed facility recovery drills are conducted to familiarize and train state and county personnel with their emergency responsibilities and duties. These drills also provide a means of recovery performance evaluation.

2. Energy Northwest, Columbia Generating Station drills required by federal regulations include:

- a. Communications Drills

- (1) Monthly communications drills (to include the aspect of understanding the content of messages) of telephone communications between the facility, each plume exposure Emergency Planning Zone (EPZ), county Emergency Operations Center (EOC), and state emergency response agencies.
- (2) Quarterly communications drills between federal response agencies and states within the ingestion pathway.
- (3) Annual communications drills by DOH between the state field teams and the facility.

- b. Medical Emergency Drills

- (1) Plume exposure EPZ counties will participate in annual medical emergency drills, involving a simulated contaminated individual, that contain provisions for participation by local support services (i.e., ambulance and offsite medical treatment facilities).
- (2) Medical emergency drills involving designated hospitals, county emergency services, and state agencies will be conducted biennially, as appropriate.

- c. Radiological Monitoring Drills

Radiological monitoring drills will be conducted annually by DOH.

- d. Health Physics Drills

DOH physics drills involving DOH radiological sampling and monitoring teams will be conducted semi-annually to test and analyze samples of simulated elevated airborne and liquid samples and direct radiation measurements in the environment.

D. Exercises

1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need. As appropriate, advance materials will be provided to evaluators and controllers.

2. **Energy Northwest – Columbia Generating Station**
 - a. Energy Northwest – Columbia Generating Station exercises will be conducted biennially in accordance with Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA) rules. They will test all of the major elements of the plan during FEMA's 33 objective, six-year exercise cycle program. When deemed necessary, exercises will require offsite reentry and recovery activities. Official evaluators will observe, evaluate, and critique the exercise.

 - b. Scenarios for exercises will be varied from exercise to exercise to allow all organizations having a role to demonstrate Columbia Generating Station preparedness. The facility operator, in cooperation with EMD, DOH, Washington State Department of Agriculture (WSDA), and appropriate county government(s) will prepare Columbia Generating Station exercise scenarios. Information about the scenario will not be released to participants before the exercise to ensure a realistic evaluation of emergency preparedness. The scenario will include specific objectives, limitations, dates, times, places, and participating organizations, schedules of real or simulated events, a narrative summary of events, arrangements for official observers, and a timeline for integrating the activities of participating organizations.

 - c. Ingestion exposure pathway exercises will be held at least once every six years. These exercises normally include reentry and recovery tasks.

3. **United States Department of Energy-Hanford Site Exercises**
 - a. Two United States Department of Energy-Hanford Site (Hanford Site) exercises will be conducted each year--a tabletop exercise and a functional exercise.

 - b. The state and each county within the plume exposure pathway EPZ must participate in the exercises.

4. **Chemical Stockpile Emergency Preparedness Program Exercises**

Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises are conducted to provide a timely assessment of the level of preparedness at the Umatilla Chemical Depot (UMCD) and its surrounding communities in the Immediate Response Zone (IRZ). The exercises provide a basis upon which to build and strengthen reentry and recovery capabilities both on and off-post. Evaluation consists of determining the level of existing CSEPP chemical accident/incident reentry and recovery capabilities as they pertain to people, plans, procedures, and training.

5. Evaluator critiques will be scheduled for the conclusion of the exercise or drill to determine the ability of the organization to recover as called for in the plan.
6. Exercise and drill comments are to be evaluated for possible modifications to plans and procedures.

IV. **RESPONSIBILITIES**

A. **General**

1. Support for training will be provided by EMD, DOH, the facility, or the county emergency management agency. FEMA, Columbia Generating Station, and the Hanford Site also provide training to state and county agencies with emergency reentry and recovery duties
2. EMD, DOH, the facilities, and the affected county(ies) within the plume and ingestion exposure pathway EPZs will coordinate and conduct exercises. Exercises will be developed by jointly setting objectives, creating scenarios with simulated events, developing participant lists, and producing evaluation materials. EMD, DOH, and the affected county(ies) will ensure exercises are conducted, narrative summaries of the exercises are produced, and evaluator and observer comments are addressed in a timely manner
3. Management controls in each agency will be used to ensure corrective actions are implemented following drills and exercises.

B. **Primary Agency:**

Washington State Military Department - Emergency Management Division

1. Training sessions are to be conducted, as necessary, to meet program and/or other requirements.
2. In-house critiques will be conducted after each drill or exercise and incorporate resulting appropriate changes into the next revision of this Plan. In the event significant planning issues are identified, an immediate

change to this Plan shall be issued. Routine editorial-type changes to this Plan can be held for the next annual review.

3. Develop a summary of resolved corrective actions arising out of each drill or exercise in conjunction with agencies participating in the drill or exercise. Ensure appropriate corrective actions are taken to correct any noted problems.
4. Ensure appropriate staff and volunteers receive initial and recurring training.
5. Conduct periodic training sessions and drills to validate the plan and procedures.
6. Maintain records of Columbia Generating Station related training provided, people attending, exam results, and corrective or remedial actions addressed by the training sessions to support the state's annual certification report.

C. Support Agencies:

1. Washington State Department of Agriculture

- a. Ensure appropriate people receive initial and recurring training.
- b. Conduct periodic training sessions and drills to validate the plan and procedures.
- c. Participate in training sessions to inform onsite and offsite reentry and recovery participants of the requests for support that WSDA will be making.
- d. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.

2. Washington State Department of Health

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Conduct training exercises, both internally and in conjunction with other agencies, to provide realistic, hands-on experience.
- d. Ensure responders have received initial and refresher training appropriate for their positions.
- e. Coordinate training with EMD and facilities.

- f. Coordinate and provide biological, chemical, or radiological, specific training to all agencies requiring or requesting training.

3. Washington State Patrol

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Coordinate training with EMD and facilities.
- d. Ensure appropriate people receive initial and recurring training.
- e. Conduct periodic training sessions and drills to validate the plan and procedures.

4. Washington State Department of Transportation

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Coordinate training with EMD and facilities.
- d. Ensure appropriate people receive initial and recurring training.
- e. Conduct periodic training sessions and drills to validate the plan and procedures.

5. Counties

- a. Ensure appropriate people receive initial and recurring training.
- b. Coordinate training requirements with EMD.
- c. Conduct periodic training sessions, drills, and exercises to validate the plan and procedures.
- d. Participate in joint integrated drills and exercises with facilities, other counties, and state agencies.
- f. For Columbia Generating Station related training, maintain records of training presented, people attending, exam results, and corrective or remedial actions addressed by the training sessions to support the state's annual program certification report to FEMA.

6. Umatilla Chemical Depot

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

7. United States Department of Energy-Hanford Site

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

8. Energy Northwest

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

9. Federal Emergency Management Agency

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with facilities, counties, state, and other federal agencies.

10. Other federal agencies

May be asked to participate in the design, conduct, and/or evaluation of exercises of this or related federal plans.

V. RESOURCE REQUIREMENTS

Resources required to support training, drills, and exercises will be identified by the agency providing the training in sufficient time to allow participants to be prepared.

VI. RESPONSIBILITIES

A. General

1. State and local jurisdiction emergency management directors are responsible for developing and implementing exercise, training, and public education programs to ensure emergency management personnel are adequately prepared to meet emergency needs.
2. State and local jurisdiction emergency management organizations should conduct annual exercises to validate the effectiveness of their emergency plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement.
3. State and local jurisdiction agencies may request and receive assistance from Washington State Military Department, EMD, in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through the state EMD from the federal government.

B. Local Jurisdictions

1. Determine local training and public education requirements in coordination with state EMD.
2. Ensure participation of emergency management staff and associated integrated emergency management personnel in professional development training.
3. Coordinate emergency management exercise and training activities with other local agencies.

C. State Agencies

1. The state EMD maintains overall responsibility for disaster exercise, training, and public education programs.
2. Other state agencies cooperate with state EMD and the FEMA to develop and implement on-going emergency management training, to facilitate plan and procedure development and evaluation, and to assist emergency management personnel as they carry out their emergency duties and responsibilities.
3. Official exercise observers and visitors who wish to visit the state EOC must coordinate the visit two weeks in advance of the actual visitation date. The receptionist at the state EOC will greet all personnel entering the facility. Visitors shall receive identification badges. Visitors choosing to observe exercises or drills must wear badges and be escorted at all times.

D. Public Education

Public education programs are a vital aspect of emergency/ disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the statewide community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services and empower people to maintain control over the quality of their lives in times of disaster. This is accomplished through presentations, neighborhood preparedness programs, videotapes, annual preparedness campaigns, and various preparedness programs and publications.

VII. REFERENCES

See Appendix 3, References

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1	U.S. Air Force (USAF)	Fairchild AFB ATTN: Disaster Preparedness 92 CES/CC Fairchild AFB, WA 99011 - 9404
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1	Duwamish Tribe	Duwamish Tribe 14235 Ambaum Blvd SW Burien, WA 98166-1464
1	Hoh Tribe	Hoh Tribal Business Committee 2464 Lower Hoh Road Forks, WA 98331
1	Jamestown S'Klallam Tribe	Jamestown S'Klallam Indian Tribe 1033 Old Blyn Highway Sequim, WA 98382
1	Kalispel Tribe	Kalispel Business Committee PO Box 39 Usk, WA 99180
1	Kikiallus Indian Tribe	Kikiallus Indian Nation 3933 Bagley Avenue N. Seattle, WA 98103
1	Lower Elwha Klallam Tribe	Elwha Klallam Business Council 2851 Lower Elwha Road Port Angeles, WA 98363

APPENDIX 7 DISTRIBUTION LIST

American Indian Tribes

Number of Copies	Organization	Address
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1	Makah Tribe	Makah Tribal Council PO Box 115 Neah Bay, WA 98357
1	Marietta Band of Nooksack Tribe	Marietta Band of Nooksack Tribe 1827 Marine Drive Bellingham, WA 98226
1	Muckleshoot Tribe	Muckleshoot Tribal Council 39015 172nd Avenue SE Auburn, WA 98092
1	Nisqually Tribe	Nisqually Indian Tribe 4820 She-Nah-Num Drive SE Olympia, WA 98513
1	Nooksack Tribe	Nooksack Indian Tribal Council PO Box 157 Deming, WA 98244
1	Port Gamble S'Klallam Tribe	Port Gamble Business Committee 31912 Little Boston Road NE Kingston, WA 98346
1	Puyallup Tribe	Puyallup Tribal Council 2002 East 28th Street Tacoma, WA 98404
1	Quileute Tribe	Quileute Tribal Council PO Box 279 La Push, WA 98350
1	Quinault Nation	Quinault Business Committee PO Box 189 Taholah, WA 98587

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1	Sauk-Suiattle Tribe	Sauk-Suiattle Indian Tribe 5318 Chief Brown Lane Darrington, WA 98241
1	Shoalwater Bay Tribe	Shoalwater Bay Tribal Council PO Box 130 Tokeland, WA 98590
1	Skokomish Tribe	Skokomish Tribal Council N. 80 Tribal Center Road Shelton, WA 98584
1	Snohomish Tribe	Snohomish Tribe of Indians 144 Railroad Avenue, Suite 201 Edmonds, WA 98020
1	Snoqualmie Tribe	Snoqualmie Tribe of Indians PO Box 670 Fall City, WA 9802
1	Snoqualmoo Tribe	Snoqualmoo Tribe of Indians P.O. Box 463 Coupeville, WA 98239
1	Spokane Tribe	Spokane Tribal Business Council PO Box 100 Wellpinit, WA 99040
1	Squaxin Island Tribe	Squaxin Island Tribal Council SE 70 Squaxin Lane Shelton, WA 98584
1	Steilacoom Tribe	Steilacoom Tribe P.O. Box 88419 Steilacoom, WA 98388

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American Indian Tribes

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1	Stillaguamish Tribe	Stillaguamish Board of Directors 3439 Stoluckquamish Lane Arlington, WA 98223
1	Suquamish Tribe	Suquamish Tribal Council PO Box 498 Suquamish, WA 98392
1	Swinomish Tribe	Swinomish Indian Senate PO Box 817 LaConner, WA 98257
1	Tulalip Tribes	Tulalip Board of Directors 6700 Totem Beach Road Marysville, WA 98270-9694
1	Upper Skagit Tribe	Upper Skagit Tribal Council 25944 Community Plaza Sedro Woolley, WA 98284
1	Yakama Nation	Yakama Tribal Council PO Box 151 Toppenish, WA 98948

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- Appendix 1 Foreign Animal Disease of Livestock
- Appendix 2 Washington Animal Response Management Team
- Appendix 3 Dead Animal Disposal
- Appendix 4 Fish and Wildlife

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY AGENCY: Washington State Department of Transportation

SUPPORT AGENCIES: Washington State Department of Community, Trade and
Economic Development, Energy Policy
Washington State Office of Financial Management
Washington State Department of General Administration
Washington State Military Department
Emergency Management Division
National Guard
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Public Ports
Washington State Superintendent of Public Instruction
Washington State Utilities and Transportation Commission
U.S. Department of Transportation, Regional Emergency
Transportation Coordinating Office
Private Rail Carriers
Public Transit Authorities

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide for the coordination of all transportation missions.

B. Scope

The provision of state transportation support includes:

1. Coordinating transportation activities to supplement the efforts of state agencies and local jurisdictions.
2. Establishing the priority and/or allocation of transportation resources, processing of all transportation requests, managing air and marine traffic, determining the priority of highway repair, conducting damage assessment, and appropriate emergency management coordination with state agencies, local jurisdictions, neighboring states, and provinces.

II. POLICIES

State transportation planning will be directed towards satisfying two operational demands. The first is to ensure the integrity of the state's transportation system. The second is to coordinate and provide transportation assistance to local jurisdictions and state agencies, upon their requests.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant disaster will severely damage the transportation infrastructure. Most localized transportation systems and activities will be hampered by the damaged transportation infrastructure and disrupted communications.

B. Planning Assumptions

1. The area/regional transportation infrastructure will most likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of the response and recovery efforts.
2. Disaster response and recovery activities, which require the use of the transportation system, may be complicated.
3. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
4. The immediate use of the transportation system for response and recovery activities will most likely exceed the capabilities of local jurisdictions and the state, thus requiring assistance from the federal government to supplement efforts.

IV. CONCEPT OF OPERATIONS

A. General

1. In accordance with the Comprehensive Emergency Management Plan (CEMP), Basic Plan and this ESF, the state Department of Transportation (WSDOT) is responsible for coordinating transportation activities. The Emergency Operating Procedures (EOPs) established in the WSDOT Disaster Plan provide the framework for carrying out these activities.
2. Requests for assistance will be generated one of two ways. The request will be forwarded to the state EOC, or the request will be forwarded from one of the WSDOT Emergency Operations Centers and forwarded to the WSDOT Olympia Service Center Emergency Operation Center. In either case, coordination between WSDOT and the state Emergency Operations Center (EOC) is essential.
3. When transportation requests exceed the capability of the state, and with the approval of the Governor, the WSDOT will coordinate transportation activities with the primary agency of responsibility for the Federal Response Plan (FRP) ESF 1, Transportation.

B. Organization

The WSDOT Field Operations Support Service Center (FOSSC, Olympia) is responsible for the coordination of WSDOT emergency management activities. The six regional offices located in Seattle, Spokane, Tumwater, Vancouver, Wenatchee, and Yakima are responsible for transportation field operations within their respective regions. The WSDOT, Aviation Division Seattle is responsible for all air transportation activities throughout the state. The WSDOT, Ferry Division Seattle, is responsible for all marine transportation activities in inland marine waters. In a disaster, the WSDOT Public Transportation and Rail Division is responsible for coordinating public transit and rail activities.

C. Procedures

As prescribed in the WSDOT Disaster Plan.

D. Mitigation Activities

1. Primary Agency

Washington State Department of Transportation

Ensures deployed personnel are briefed on the known hazards and mission assignments.

2. Support Agency

Washington State Military Department, Emergency Management Division

- a. Provides the *Hazard Identification and Vulnerability Assessment* (HIVA) to state agencies.
- b. Provides information about hazards that may influence siting of WSDOT facilities and deployment of resources.

E. Preparedness Activities

1. Primary Agency

Washington State Department of Transportation

- a. Develops and maintains the department's Disaster Plan, procedures, and checklists in support of the state CEMP.
- b. Coordinates and maintains a method of identifying available transportation resources with supporting state agencies, federal government, and private organizations as the federal government liaison coordinator for ESF 1.

- c. Develops, in coordination with the Washington State Military Department, Emergency Management Division (EMD), an inventory of transportation resources.
- d. Maintains liaison with the U.S. Department of Transportation (USDOT).

2. Support Agency

Washington State Military Department, Emergency Management Division

- a. Coordinates with WSDOT to ensure operational readiness.
- b. Maintains the state EOC in a state of readiness and ensures the EOPs are current.
- c. Coordinates with WSDOT in identifying available transportation capabilities.
- d. Maintains liaison with the Federal Emergency Management Agency (FEMA).

F. Response Activities

1. Primary Agency

Washington State Department of Transportation

- a. Staffs the state EOC for coordinating transportation related missions.
- b. Coordinates transportation related missions in support of the state CEMP.
- c. Determines the usable portion of the state transportation system and coordinate and control emergency highway traffic regulations in conjunction with the Washington State Patrol (WSP), state Military Department, and the Federal Highway Administration.
- d. Coordinates the mobilization of personnel and equipment required for engineering services as related to the state transportation system.
- e. Maintains liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America, and construction and equipment rental companies.
- f. Conducts aerial reconnaissance and photographic missions, as requested, provided resources are available.

- g. Provides communications resources in support of statewide operational requirements in accordance with ESF 2, Telecommunications/Information Systems and Warning, provided resources are available.
- h. Provides graphics and editorial support to the Office of the Governor, state EMD, state EOC, or the lead state response agency, in addition to the graphic and editorial work done within the WSDOT, Office of Communications and Public Involvement, during response and recovery activities.
- i. Provides public information office support to the Office of the Governor, state EMD, state EOC, or the lead state response agency, in addition to the graphics and editorial work done through the WSDOT, Office of Communications and Public Involvement, during response and recovery activities.
- j. Coordinates requests for assistance with the USDOT Regional Emergency Transportation Coordinating Officer (RETCO) to provide support in accordance with the Federal Response Plan (FRP).

2. Support Agency

a. Washington State Military Department, Emergency Management Division

- (1) Activates the state EOC, disseminate warnings, and activates the Emergency Alert System (EAS), as necessary.
- (2) Notifies the WSDOT of the potential need for transportation support.

b. Washington State Military Department, National Guard

- (1) Provides air and surface transportation support, as available.
- (2) Provides air traffic control support, as available.
- (3) Provides support in accordance with ESF 20 Military Support to Civil Authorities.

F. Recovery Activities

1. Primary Agency

Washington State Department of Transportation

- a. Coordinates the reconstruction and repairs of the state transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- b. Conducts damage assessment of the state's transportation system and facilities, as a member of the Preliminary Damage Assessment (PDA) Team.
- c. Conducts damage assessment of non-state transportation systems and facilities, as a member of the PDA Team.
- d. Conducts inspections of the state's transportation system and facilities, and of non-state transportation systems and facilities, as a member of the Project Worksheet (PW) Team.
- e. Coordinates with the USDOT to provide support in accordance with the FRP.

2. Support Agency

Washington State Military Department, Emergency Management Division

Coordinates recovery activities with the WSDOT.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Department of Transportation

- 1. Coordinates transportation emergency management activities in support of the state CEMP.
- 2. Develops and maintains the WSDOT Disaster Plan in support of the state CEMP.
- 3. Primary Agency for the conduct of damage assessment on all state transportation systems.

B. Support Agencies**1. Washington State Community, Trade and Economic Development**

Assists in providing information such as supply levels and availability of petroleum products, transportation issues related to energy and utility restoration, and updates on river flow management affecting transportation and other infrastructure, to the WSDOT, as available.

2. Washington State Office of Financial Management

- a. Coordinates with other state agencies for facilities inventory information.
- b. Coordinates state disaster funding obligations and requests, and prioritizes costs from appropriate funding sources.

3. Washington State Department of General Administration

Supports the WSDOT by providing available resources.

4. Washington State Military Department

Supports the WSDOT by providing available resources.

5. Washington State Parks and Recreation Commission

Supports the WSDOT by providing available resources.

6. Washington State Patrol

- a. Coordinates statewide emergency traffic control pursuant to emergency highway traffic regulations.
- b. Coordinates the use of available law enforcement resources to assist with special emergency or disaster requirements.

7. Washington State Superintendent of Public Instruction

Supports the WSDOT by coordinating school buses for the movement of people.

8. Washington State Public Ports

Provides loading, off-loading, and staging assistance, if resources are available, to support the WSDOT mission of coordinating all transportation requests, in support of the state's effort to repair or restore the transportation systems which are a vital link to the response and recovery efforts of the local jurisdictions. This commitment does not deter from the relationship or agreements the public ports have with local jurisdictions.

9. Washington State Utilities and Transportation Commission

Supports the WSDOT by providing available resources.

10. U.S. Department of Transportation

Coordinates requests for federal transportation assistance in accordance with the FRP, to support the WSDOT.

11. Private Rail Carriers

Supports the WSDOT for all transportation related missions, provided resources are available

12. Public Transit Authorities

Provides the WSDOT with the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.

VI. REFERENCES

Washington State Department of Transportation Disaster Plan.

VII. APPENDIX

Appendix 1, Procedures for the Movement of Over-Legal Vehicles/Loads in Emergency Conditions. (DOT Form 560-021 EF)

**APPENDIX 1
PROCEDURES FOR THE MOVEMENT OF OVER-LEGAL
VEHICLES/LOADS IN EMERGENCY CONDITIONS**

PRIMARY AGENCY Washington State Department of Transportation

SUPPORT AGENCY Washington State Patrol

I. INTRODUCTION

A. Purpose

The following procedures are provided in order for state, and other jurisdictions, to safely secure the equipment necessary to mitigate the proclaimed emergency. Failure to comply with these procedures may result in compounding the emergency by damaging or eliminating available accesses.

II. POLICIES

- A.** The emergency must be proclaimed by the Governor of Washington State and/or other local elected official.
- B.** All size and weight criteria, found in Chapter 46.44 RCW and Chapter 46.38 WAC, for the permitted transport of over-legal vehicles/loads must be met.

III. PROCEDURES

- A.** During normal office hours (7:00 a.m. to 5:00 p.m., Monday through Friday) inquiries to permit over-legal vehicles/loads should be made to:

Motor Carrier Services Office
PO Box 47367
921 Lakeridge Way SW
Olympia, WA 98504-7367
(360) 664-9494
FAX: (360) 664-9440

Payment will be by bankcard. The permit will be transmitted by facsimile to a Washington State Department of Transportation (WSDOT) approved location of the carrier's choice.

Also, during normal business hours, or when telecommunications are severed, the carrier/provider can obtain a permit in person from any of the statewide special motor vehicle permit offices. Payment of fees may be made by cash, check, money order, or bankcard.

During non-office hours, inquiries to permit over legal vehicle/load must be made to the Washington State Patrol (WSP) at:

Ridgefield Port of Entry
(360) 887-8231
Fax (360) 887-0610

Bow Hill Port of Entry
(360) 766-6196
Fax (360) 766-7503

Spokane Port of Entry
(509) 226-3366
Fax (509) 226-0390

Plymouth Port of Entry
(509) 783-4014
Fax (509) 783-4144

Payment of fees must be made by bankcard. A permit authorization number will be given to the carrier over the phone. For carriers moving through the port, the actual permit will be provided (cash, check, or money order will also be accepted in person at the ports).

- B.** The carrier must furnish the following information (use Exhibit A whenever possible):
 - 1. Proposed route.
 - 2. Height, length, and width at extremities (if over legal).
 - 3. If the vehicle(s) is overweight, weight of each axle and spacing between axles, measured from hub centers (a carrier may have a WSDOT Equipment and Axle Spacing Report, the number of that report may be used in lieu of the specific information).
 - 4. If the vehicle(s) is overweight, number and size of tires per axle (same as #3 above).
 - 5. Description of vehicle and/or load being transported (include schematic, if possible).
- C.** WSDOT and/or WSP personnel will review the submitted specifications with the proposed route for any conflicts. Alternative routes may be suggested. If the integrity of a structure is questioned, and no alternative is available, the analysis will be forwarded to the Bridge Preservation Office for final determination prior to issuing a permit.
- D.** Vehicles exceeding legal limitations must acquire permits or permit authorization before each move.

EMERGENCY SUPPORT FUNCTION 2 TELECOMMUNICATIONS/INFORMATION SYSTEMS AND WARNING

- PRIMARY AGENCIES:** Washington State Military Department
Emergency Management Division
Washington State Department of Information Services
- SUPPORT AGENCIES:** Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Department of Health
Washington State Liquor Control Board
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Washington State Patrol
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
All Other State Agencies
Federal Emergency Management Agency
Telecommunications Service Providers
Local Jurisdiction Emergency Management Organizations

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is twofold:

1. To provide guidance for rapid alerting and warning to key state and local jurisdictions officials and the general public of an impending or occurring natural or technological emergency or disaster.
2. To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operational requirements of state and local jurisdictions in responding to, and recovering from, emergencies and disasters.

B. Scope

This ESF describes in two appendices, the coordination of state and local jurisdictions actions to be taken to establish and maintain telecommunications, information systems, and warning support in preparation for, response to, and recovery from an emergency or disaster which effects the population and operation of local and state government. Support includes: state government furnished telecommunications, commercially leased communications, and telecommunications services provided under the Federal Response Plan and the National Security Emergency Preparedness procedures for expediting service requirements covered under the Telecommunications Service Priority program.

II. POLICIES

- A. The *Washington State Comprehensive Emergency Management Plan (CEMP)*, as described by this ESF, will govern all state telecommunications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.
- B. Telecommunications, information systems, and warning support requirements which cannot be met at the lowest level of authority, will be escalated upward for resolution at the Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Center (EOC). If needed, federal assistance will be requested.
- C. Local jurisdictions shall develop telecommunications/information systems and warning plans and systems commensurate with local jurisdiction emergency management requirements and needs. Local jurisdiction plans should complement state plans and systems should be interoperable with the state system when and where feasible.
- D. State agencies shall develop telecommunications/information system contingency plans, disaster recovery/business resumption plans, and information system security plans commensurate with the agency's requirements and needs. Agency plans should complement the state CEMP.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. The state of Washington is at all times subject to a variety of emergency or disaster events requiring dissemination of warning and/or other emergency information to state or local jurisdiction officials.
- 2. Emergency or disaster warning may originate from any level of government or other sources. Most forecasting resources are located within the federal government. This may include watches and warnings for: floods, seismic sea wave (tsunami), avalanches, severe weather, volcanic eruptions, fixed nuclear facility incidents, hazardous material incidents, as well as earthquake occurrence notification.
- 3. The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all levels of government for services required to save lives, protect property, and preserve the environment.
- 4. Government authorities will require accurate and timely information on which to base their decisions and focus their response actions. Concurrently, widespread damage to commercial telecommunications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it will be seriously restricted or nonexistent. All surviving telecommunications assets of the various levels of government, augmented by extra-regional

assets, will be needed immediately to assure a proper response to the needs of the victims of the event.

B. Planning Assumptions

1. The state and local jurisdictions will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area. The state, in conjunction with the telecommunications industry, will accomplish as much restoration and reconstruction of telecommunications facilities as the situation permits.
2. Initial reports of damage will be fragmented, providing an incomplete picture on the extent of damage to telecommunications facilities.
3. Weather and other environmental factors will restrict the ability to deploy mobile or transportable telecommunications equipment into the affected area.
4. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, shelters, assistance centers, alternate operations centers, the Disaster Field Office (DFO), and communications to support.
5. A Governor's Proclamation of Emergency and/or a Presidential Disaster Declaration per Public Law (PL) 93-288, as amended, will be requested and announced, if the situation warrants.

IV. CONCEPT OF OPERATIONS

A. General

1. Reliable telecommunications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies. Such capabilities must be available to the state for operations from the primary or alternate EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.
2. The federal government, under the Federal Response Plan (FRP) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.
3. Emergency communication between local jurisdictions and the federal government, as well as, with other state agencies is provided through the state EOC communications facility.
4. The Emergency Alert System (EAS) operates through designated radio and television stations and is intended to provide federal, state, and local

jurisdictions with the means to disseminate prompt alerting information concerning emergency or disaster type events.

5. Communications capabilities presently available to the state include systems at the primary EOC and the major systems belonging to various state agencies such as the Department of Information Services, Department of Natural Resources, Department of Transportation, Washington State Patrol, and Military Department - National Guard.
6. The communications capabilities presently available to and coordinated by the state EMD are:
 - a. Commercial telephone, i.e. private line, leased line, regular telephone, cellular telephone, satellite telephone, and facsimile.
 - b. NAWAS (National Warning System, landline - voice, intra-state landline-voice.
 - c. National Oceanic Atmospheric Association (NOAA) Weather Wire through ACCESS (A Central Computerized Enforcement Service System, landline - teletype).
 - d. EAS (Emergency Alert System) Relay Network (Public Safety radio and the broadcast industry).
 - e. CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
 - f. State Agency Emergency Network, 800 MHz two-way radio system for back-up direction and control.
 - g. SECURE (State Emergency Communications Using Radio Effectively), a point-to-point high frequency two-way radio system.
 - h. RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) (two-way radio and/or packet systems via ham frequency bands).
 - i. FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system.
 - j. Unique dedicated circuits to Energy Northwest Columbia Generating System, U.S. Department of Energy – Hanford Site, and Umatilla Chemical Depot (Chemical Stockpile Emergency Preparedness Program)/Benton County. (Landline - voice/facsimile.
7. A Telecommunications Coordinating Committee, as requested by the EMD, may advise state EMD on the availability, selection, and use of telecommunications and information system capabilities during all four phases of emergency management.

B. Organization

The ESF 2 Telecommunications Cell consists of the state EMD Telecommunications Section, and representatives from the telecommunications providers, state agencies, and the FRP ESF 2.

C. Procedures

1. State Emergency Management NAWAS Handbook, dated August 1996, with changes, maintained separately.
2. State of Washington Emergency Alert System Operations Plan, dated September, 1993 maintained separately.
3. State Emergency Operations Officer Standard Operating Procedures, maintained separately.
4. State Emergency Management Communications Room Standard Operating Procedures, maintained separately.
5. State Radio Amateur Civil Emergency Services (RACES) Plan, dated November 1995, with changes, maintained separately.
6. State Telecommunications Service Priority (TSP) Planning Guidance, dated July 1996, with changes, maintained separately.

D. Mitigation Activities

See Appendices 1 and 2 of this ESF.

E. Preparedness Activities

See Appendices 1 and 2 of this ESF.

F. Response Activities

See Appendices 1 and 2 of this ESF.

G. Recovery Activities

See Appendices 1 and 2 of this ESF.

V. RESPONSIBILITIES

A. Primary Agencies

1. **Washington State Military Department, Emergency Management Division**

Overall responsibility for planning and coordinating the emergency telecommunications program within the state.

2. Washington State Department of Information Services

Overall responsibility for planning and coordinating the information technology program within the state.

B. Support Agencies

1. Washington State Departments of Corrections, Ecology, Fish and Wildlife, Health, General Administration, Military Department - National Guard, Natural Resources, Washington State Patrol, Transportation, Liquor Control Board, Parks and Recreation Commission, and the Utilities and Transportation Commission

Provides telecommunications and information system staff and system/equipment assistance, as available and in accordance with the agencies primary mission.

2. All Other State Agencies

Provides internal telecommunications and information system support to the organization to return the agency to its day-to-day activities following an emergency or disaster.

3. Federal Emergency Management Agency

Provides a national telecommunications system capable of connecting state, federal, and commercial systems for appropriate emergency operations.

4. Telecommunications Service Providers

Meets the provisions of WAC 480.120.520.

5. Local Jurisdiction Emergency Management Organizations

Assures that local jurisdiction communications systems can be utilized from or to the local jurisdiction EOCs and mobile facilities.

VI. RESOURCE REQUIREMENTS

Local jurisdictions, state, federal, and other supporting agencies should develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain immediate operations for 72 hours and have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Chapter 38.52 RCW.
- B. *Federal Response Plan* dated April 1992.
- C. Civil Preparedness Guide (CPG) 1-14, dated March 1991 titled: *Principles of Warning and Criteria Governing Eligibility at National Warning System (NAWAS) Terminals*.
- D. Civil Preparedness Guide (CPG) 1-16, dated April 1992 titled: *National Warning System Operations*.
- E. *State of Washington, Information Services Board, Department of Information Services, Information Technology Policy Manual*

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

IX. APPENDICES

A. Appendix 1, Telecommunications and Information Systems

Tab A Priority Channels for Mutual Aid, Interoperability, and Direction and Control

Tab B Comprehensive Emergency Management Network (CEMNET)

Tab C State Emergency Communications Using Radio Effectively (SECURE)

Tab D Radio Amateur Civil Emergency Services (RACES)

Tab E Other Frequencies Monitored

Tab F Other Voice/Data Systems

B. Appendix 2, Warning

APPENDIX 1 TELECOMMUNICATIONS AND INFORMATION SYSTEMS

- PRIMARY AGENCY:** Washington State Military Department
Emergency Management Division
Washington State Department of Information Services
- SUPPORT AGENCIES:** Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Department of Health
Washington State Liquor Control Board
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
All Other State Agencies
Federal Emergency Management Agency
Telecommunications Service Providers
Local Jurisdiction Emergency Management Organizations

I. INTRODUCTION

A. Purpose

To organize, establish, and maintain the telecommunications and information system capabilities necessary to meet the operational requirements of state and local jurisdictions in responding to and recovering from emergencies and disasters.

B. Scope

See Emergency Support Function (ESF) 2, Telecommunications/Information Systems and Warning.

II. POLICIES

See ESF 2, Telecommunications/Information Systems and Warning.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See ESF 2, Telecommunications/Information Systems and Warning.

B. Planning Assumptions

See ESF 2, Telecommunications/Information Systems and Warning.

IV. CONCEPT OF OPERATIONS**A. General**

1. Post-emergency or disaster routine modes of telecommunications and information systems that are operational will continue to be used after the occurrence of the event. Routine modes of telecommunications and information systems include commercial telephone and data systems, two-way radio systems, and dedicated leased lines, operated by the state and federal government, as well as, any other mode from private industry.
2. Local jurisdictions utilize commercial communication systems and local government systems that include use of mutual aid channels (On-scene Control and Coordination Radio (OSCCR) and other common capabilities), and may request state assistance, when necessary. Too often, local jurisdictions are not able to communicate due to lack of common frequencies and/or capabilities.
3. A Telecommunications Coordinating Committee, as requested by the Emergency Management Division (EMD), may advise the Washington State Military Department on the availability, selection, and use of telecommunications/information system capabilities during all four phases of emergency management.
4. Telecommunications operations shall be accomplished at the state and local jurisdiction level, either jointly or independently.
5. Support actions are managed by the exception concept with the smallest jurisdiction with the capability to respond doing so. State level of activities will support local jurisdiction requirements.
6. The state Telecommunications and Warning Program Manager and the ESF 2 Telecommunications Cell will coordinate the provision of state resources to satisfy requests for telecommunications and information systems assistance. If applicable, priority restoration and provisioning of telecommunications and/or information system services will be accomplished in accordance with the Telecommunications Service Priority (TSP) planning guidance, published separately.
7. Washington State Military Department, EMD will request and coordinate federal telecommunications assistance to satisfy requirements that cannot be met with state and/or local jurisdiction resources. Priorities for filling requests will be set by the Director for the state EMD, with advice and recommendations from the Telecommunications and Warning Program Manager and the Emergency Operations Center (EOC) Supervisor.

8. The identification, acquisition, prioritization, and deployment of telecommunications and information system assets will be coordinated as appropriate within the EOC (other ESFs) to assure continuity and consistency of state response actions.
9. When an event occurs the following actions will be initiated or accomplished:
 - a. There will be continuous operation and maintenance of the local jurisdiction medical, fire, law enforcement, and public works radio networks.
 - b. Activation of the state and local jurisdiction EOCs and communications systems (CEMNET, SECURE, RACES, EAS, and commercial telephone) will occur, if available. As a general rule, one of these networks, in addition to any available telephone capability, should be immediately employed to establish contact between the local jurisdiction EOC and the state EOC.
 - (1) Satellite Telephone, phone number: 888-862-8459
 - (2) CEMNET via Channel F1 – 45-20 MHz (Northwest/Northeast regions), Channel F2 – 45.36 MHz (Southwest/Southeast regions), Channel F3 – 45.48 MHz (Central region), Call sign – State EOC.
 - (3) RACES HF (Washington Emergency Net) – 3.987 MHz, Call sign – WA7PHD.
 - (4) RACES HF (Packet) – 3.624 MHz.
 - (5) RACES VHF (Voice) – 145.37 MHz, Call sign – W7EMD.
 - (6) RACES VHF (Packet) – 145.01 MHz (Seattle Node), W7EMD-4.
 - (7) NAWAS voice circuit.
 - (8) ACCESS (teletype) – Address: OLYEM.
 - (9) S.E.C.U.R.E. HF – 7.935 MHz (USB) – Day.
S.E.C.U.R.E. HF – 2.411 MHz (USB) – Night.
 - (10) Internet/E-mail services
 - c. Activation of the 800 MHz State Agency Emergency Network, on System 2, Group 2.

B. Organization

See ESF 2, Telecommunications/Information Systems and Warning.

C. Procedures

See ESF 2, Telecommunications/Information Systems and Warning.

D. Mitigation Activities

1. Primary Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Chairs the Telecommunications Coordinating Committee of EMD.
- (2) Supports state agency requests for emergency communications equipment with the Legislature.

b. Washington State Department of Information Services

- (1). Support state agency development of disaster recovery/business resumption plans and information system security plans.
- (2) Participates on the Telecommunications Coordinating Committee of EMD to coordinate response and recovery activities.

2. Support Agencies

a. Washington State Departments of Health, General Administration, Military Department - National Guard, Natural Resources, Washington State Patrol, Transportation, and the Utilities and Transportation Commission

Participates on the Telecommunications Coordinating Committee of the EMD to coordinate response and recovery activities, ensure communications resources are available to support emergency operations, and to encourage and promote interoperability and survivability when upgrading or implementing new systems, when requested.

b. Local Jurisdiction Emergency Management Organizations

Encourages and promotes mutual aid and interoperability between local jurisdiction communications networks.

3. All Agencies

- a. Develop and periodically review Disaster Recovery/Business Resumption Plans per the Department of Information Services (DIS), Information Services Board (ISP), *Information Technology Policy Manual*.

- b. Develop and periodically review Information Technology Security Plans per DIS, ISB, *Information Technology Policy Manual*.

E. Preparedness Activities

1. Primary Agency

a. Washington State Military Department, Emergency Management Division

- (1) Prepares and maintains state communications plans.
- (2) Establishes and maintains communications capabilities and equipment at the state EOC to include a limited mobile capability utilized to accomplish assigned missions and continuity of government.
- (3) Monitors and maintains CEMNET and NAWAS communications capabilities supporting local jurisdiction EOCs. Monitors the 800 MHz State Agency Emergency Network.
- (4) Coordinates, as applicable, with state, federal, and local jurisdiction agencies on matters relating to communications plans, programs, systems, administration, and operations.
- (5) Administers the licensing of the On-Scene Control and Coordination Radio (OSCCR) frequency for use by local jurisdictions.
- (6) Encourages and promotes interoperability among state systems, state and local jurisdiction systems, and local jurisdiction interagency systems.
- (7) Assists local jurisdiction emergency management organizations on matters relating to communications plans, programs, systems, administration, and operations.
- (8) Provides detailed communications systems operating instructions to state agencies, district, and local jurisdiction emergency management communications personnel and, as required, to the personnel of other state and federal agencies.
- (9) Maintains a current inventory of communication systems and facilities owned by state agencies that have any emergency management assignment.
- (10) Provides for the coordination, training, and supervision of personnel in the state Radio Amateur Civil Emergency Services (RACES) organization.

- (11) Provides coordination for the utilization of the Amateur Radio Emergency Services (ARES).
- (12) Coordinates with other state agencies, the Federal Emergency Management Agency (FEMA), television and radio broadcast stations, telecommunications service providers, manufacturers, and others to ensure that information is available. This information should cover all forms of communications that may be utilized by the state during an emergency or disaster, and to resolve problems arising from their use.
- (13) Provides training, supervision, and assistance to the state Duty Officers and other personnel required to operate communications systems and equipment in the state EOC and communications center.
- (14) Develops and maintains an inventory of agency communications capabilities and resources, noting availability and response criteria.
- (15) Maintains ESF 2 for utilization of all communications equipment available to the state during an emergency or disaster.
- (16) Coordinates with all appropriate state agencies to ensure each agency with communications capabilities has appropriate procedures to support their assigned emergency management mission.
- (17) Conducts frequent tests and exercises of the state's communications capabilities and this plan, as required.
- (18) Provides assistance and coordination to local jurisdictions in coordinating communications and warning ESFs.
- (19) Administers the Telecommunications Service Priority (TSP) Program.

b. Washington State Department of Information Services

Coordinate with supported agencies to periodically exercise disaster recovery/business resumption plans and restoration of information systems.

2. Support Agencies

- a. Departments of Ecology, Fish and Wildlife, General Administration, Health, Liquor Control Board, Military Department - National Guard, Natural Resources, Parks and Recreation Commission, State Patrol, Transportation, Utilities and Transportation Commission, and all other state agencies.**

- (1) Develops and maintains an inventory of their agency communications capabilities and resources, noting the availability and response criteria.
- (2) Develops and maintains appropriate Standard Operating Procedures (SOPs) in support of this ESF.
- (3) Determines, identifies, and informs agency senior management of deficiencies or limitations that prohibit support of this ESF.

b. Federal Emergency Management Agency

- (1) Assists the state in the coordination of communications plans and systems.
- (2) Provides financial assistance in the procurement of necessary communications equipment, and the maintenance and recurring charges connected to them, when applicable.

c. Telecommunications Service Providers

Assures local exchange and interexchange telecommunications companies maintain updated emergency restoration plans with the Washington State Utilities and Transportation Commission.

d. Local Jurisdiction Emergency Management Organization

- (1) Maintains local jurisdiction operational communications in a high state of preparedness.
- (2) Prepares and maintains local jurisdiction communications plans in accordance with state and federal criteria.
- (3) Transmits general messages and warning information to secondary communications points.

3. All Agencies

Periodically test and exercise disaster recovery/business resumption plans and security plans to ensure agency staff personnel are familiar and aware of agency roles and responsibilities.

F. Response Activities**1. Primary Agencies****a. Washington State Military Department, Emergency Management Division**

- (1) Provides advice and coordination for the restoration of key communications networks needed for the response and recovery activities upon activation of the Telecommunications Coordinating Committee of the EMD.
- (2) Operates and maintains internal and external communications systems in support of the state EOC.
- (3) Establishes radio and/or telephone communications with each county in the affected area.
- (4) Establishes communications with the FEMA and/or adjacent states as necessary.
- (5) Coordinates and directs assistance, including procurement of communications equipment, to local jurisdictions and other state agencies in support of their emergency communication needs with specific emphasis on lifesaving and medical support.
- (6) Coordinates, integrates, and manages the overall state telecommunications support.
- (7) Assesses operational status of and impact on state, local jurisdiction, and commercial telecommunications systems and facilities.
- (8) Coordinates and monitors the status of the restoration of commercial services and facilities. Where applicable, restoration will be accomplished under the TSP program.
- (9) Coordinates and prioritizes requests for federal telecommunications support and assistance.
- (10) Immediately coordinates with cellular companies and mobile/portable radio companies for the availability and proper employment by state and local jurisdictions of mobile/portable equipment within the impacted areas.
- (11) Coordinates the allocation, deployment, and location of mobile/transportable communications systems provided from state, commercial, or federal resources.

- (12) Assures that an adequate staff of trained communications personnel, including amateur radio operators, are identified and available to assist.
- (13) Provides assistance to the appropriate authorities in the activation of the state EAS.
- (14) Ensures all agencies with communications capabilities are advised of conditions and are taking appropriate actions.
- (15) Disseminates warning information primarily through National Warning System (NAWAS) or if necessary through all other available communications systems.
- (16) Takes protective measures against electromagnetic pulse as necessary.
- (17) Maintains priorities on transmission of traffic.

b. Washington State Department of Information Services

- (1) Provides a telecommunications and information systems representatives, on a 24-hour basis, to augment the state EMD, ESF 2 telecommunications staff in the coordination, implementation, and monitoring of the recovery of telecommunications services and information systems, upon request.
- (2) Provides information to the state EMD regarding damage and operational status of Local Telephone Service (LTS), State Controlled Area Network (SCAN), Data Transport Service (DTS) network services, and other information technology system issues impacting the recovery and resumption of vital state services.
- (3) Implements emergency or disaster recovery procedures for the restoration of LTS, SCAN, and DTS circuits/services with priority to the restoration of state and local jurisdiction emergency response agencies and then to key state agencies with continuity of government responsibilities

2. Support Agencies

a. Washington State General Administration

When requested by the state EMD, provide assistance in the emergency acquisition of two-way radio equipment and/or other telecommunication/information systems equipment.

b. Washington State Military Department, National Guard

- (1) When requested by the state EMD, provides a communications representative, on a 24-hour basis, to augment the communications staff in the state EMD EOC by assisting in the coordination, implementation, and monitoring of the operational status of the STARC network and employment of organizational communications assets.
- (2) When requested by the state EMD, provides radiotelephone operators on a 24-hour basis, to operate the emergency management two-way radio system (CEMNET, STARC radio, and SECURE) in the state EOC Communications Center.
- (3) Be prepared to deploy and provide organizational communications equipment:
 - (a) Provides High Frequency (HF) point-to-point communications between local jurisdictions and state EOCs.
 - (b) Provides or restores access to local telephone exchanges or interexchange carrier switching centers (to include the Department of Information Services (DIS) SCAN/LTS) through use of line-of-sight (LOS) microwave or satellite systems.
 - (c) Provides telephone support between state and local jurisdiction EOCs and/or to impacted areas where local service has been completely lost through use of tactical switching systems established through LOS microwave or satellite systems.
 - (d) Provides air traffic control and air-to-ground communications to support response and recovery operations.
 - (e) Provides message center support to local jurisdiction EOCs through the armories, where feasible.
 - (f) Provides HF/VHF point-to-point communications within a local jurisdiction.
 - (g) Deploys mobile communications centers to support state or local jurisdictions needs.

c. Washington State Departments of Ecology, Fish and Wildlife, Health, Liquor Control Board, and the Parks and Recreation Commission

- (1) Provides, if requested and resources are available, two-way radio communications support to the state EOC, other

state agencies, and local jurisdictions through the deployment of personnel and mobile/portable assets. Provides access to state EMD via CEMNET, and the Department of Health, Emergency Medical Services and Trauma Systems, Department of Natural Resources, and Washington State Patrol via VHF/UHF two-way radio systems.

- (2) Provides information to the state EMD regarding damage and operational status of communications systems and equipment.

d. Washington State Department of Natural Resources

- (1) Provides, if requested and resources are available, two-way radio communications support, to state EMD and/or local jurisdictions by deploying personnel and mobile/portable assets (radio cache) and provide radio access to agency VHF radio systems. Potential missions for the use of the radio cache and VHF systems are to:
 - (a) Provide command and control capability for local jurisdictions.
 - (b) Provide command and control capability for search and rescue operations.
 - (c) Provide command and control capability for state agencies.
 - (d) Provide radio-to-telephone interface as needed.
 - (e) Provide aeronautical multi-communications station capability, as required.
- (2) Provides information to the state EMD regarding damage and operational status of two-way radio systems and telecommunications services.

e. Washington State Patrol

- (1) Provides, if requested and resources are available, two-way radio communications support, to the state EMD and/or local jurisdictions by deploying personnel and mobile/portable assets to provide access to VHF radio systems.
- (2) Provides continuous support to the state EOC for employment of CEMNET, ACCESS, and NLECS (EAS radio relay).

- (3) Provides a communications representative (radio systems engineer), on a 24-hour basis, to augment the communications staff by coordinating, implementing, and monitoring of the operational status and recovery of agency networks supported by the Washington State Patrol, when requested by the state EMD.
- (4) Provides information to the state EMD regarding damage and operational status of two-way radio systems, microwave radio systems, and telecommunications systems.
- (5) Prepares, in coordination with local telephone carriers, to provide access by state or local jurisdiction agencies to the Washington State Patrol telephone network.

f. Washington State Department of Transportation

- (1) Provides, if requested and resources are available, two-way radio communications support to the state EMD, other state agencies, and local jurisdictions by deploying personnel and mobile/portable assets to provide access to UHF (800 MHz) radio systems.
- (2) Provides information to the state EMD regarding damage and operational status of two-way radio systems, and telecommunications systems.

g. Washington State Utilities and Transportation Commission

- (1) Provides a telecommunications representative, on a 24-hour basis to assist the communications staff by coordinating, implementing, and monitoring the recovery or provision of telecommunications services, when requested by the state EMD.
- (2) Provides regulatory guidance concerning telecommunications services and issues that affect the emergency or disaster area.

h. Federal Emergency Management Agency

- (1) Provides telecommunications service from the FEMA Region X, Region Operations Center (ROC) to the state EOC via LOS microwave and/or satellite systems.
- (2) Provides two-way radio repeater and/or radio relay support in the following priority:
 - (a) Alternate communications between the FEMA ROC and the state EOC.

- (b) Alternate communications between the state EOC and any effected local jurisdiction EOC as determined by the state EMD.
 - (c) Alternate communications in support of the local jurisdiction EOC needs as determined by the state EMD.
- (3) Provides a Communications Liaison to the state EOC Communications Section, for the purpose of:
 - (a) Coordinating the use of federal communications assets.
 - (b) Coordinating telecommunications provision or recovery that needs NCS approval.
 - (c) Coordinating frequency management issues with the Federal Communications Commission (FCC).
 - (d) Coordinating contract or purchasing of communications equipment and services that cannot be met through the use of state or local jurisdiction resources.

i. Telecommunications Service Providers

- (1) Coordinates and implements recovery plans with the state EOC.
- (2) Provides information to the state EOC regarding damages to telecommunications facilities and networks affected by the event and identify surviving capabilities and networks.
- (3) Restores services in the following priority:
 - (a) Trunks to E9-1-1/9-1-1 communications centers/Public Safety Answering Points (PSAP).
 - (b) Trunks to state and local jurisdiction EOCs.
 - (c) Trunks to and between LTS and SCAN switching centers.
 - (d) Circuits supporting DTS node centers.
- (4) Provides a telecommunications liaison, on a 24-hour basis, to the state EOC to advise and assist in the coordination and monitoring of the recovery of services and facilities, when requested by the state EMD.

- (5) Establishes, if available and via the state EMD HF radio network, a two-way radio communications capability in their respective local jurisdiction operations/network centers to communicate with the state EOC.

G. Recovery Activities

All Agencies

1. Activated telecommunications and information systems will continue to support recovery operations, as required.
2. Will return to normal activities when no longer needed or when normal systems and facilities are restored.
3. Restore telecommunications and information system facilities and systems not used in response activities until full services are available to state and federal government, and local jurisdictions and the public at-large.
4. Conduct damage assessments of facilities and equipment, and initiate repairs and mitigation activities.

V. RESPONSIBILITIES

A. Primary Agencies

Washington State Military Department, Emergency Management Division and Washington State Department of Information Services

See ESF 2, Telecommunications/Information Systems and Warning.

B. Support Agencies

Washington State Departments of Ecology, Fish and Wildlife, General Administration, Health, Liquor Control Board, Military Department - National Guard, Natural Resources, Washington State Patrol, Transportation, Parks and Recreation Commission, Utilities and Transportation Commission, All Other State Agencies, Federal Emergency Management Agency, Telecommunications Service Providers, and the Local Jurisdiction Emergency Management Organizations

See ESF 2, Telecommunications/Information Systems and Warning.

VI. RESOURCE REQUIREMENTS

See ESF 2, Telecommunications/Information Systems and Warning.

VII. REFERENCES

See ESF 2, Telecommunications/Information Systems and Warning.

VIII. TERMS AND DEFINITIONS

See Appendix 4, Comprehensive Emergency Management Plan, Definitions.

IX. TABS

Tab A, Priority Channels for Mutual Aid, Interoperability, and Direction and Control

Tab B, Comprehensive Emergency Management Network (CEMNET)

Tab C, State Emergency Communications Using Radio Effectively (SECURE)

Tab D, Radio Amateur Civil Emergency Services (RACES)

Tab E, Other Frequencies Monitored

Tab F, Other Voice/Data Systems

**APPENDIX 1
TAB A
PRIORITY CHANNELS FOR MUTUAL AID, INTEROPERABILITY, AND
DIRECTION AND CONTROL**

Very High Frequency (VHF)

On-scene (OSCCR): Control/Coordination	156.135 MHz
Search and Rescue (SAR):	155.160 MHz
Law Enforcement (LERN):	155.370 MHz
Fire (FIRECOM): Mutual Aid	153.830 MHz
Fire (DNR Common):	151.415 MHz
EMS/Trauma (HEAR): (medical control)	155.340 MHz
CEMNET - Direction and Control	
Channel F1:	45.20 MHz
Channel F2:	45.36 MHz
Channel F3:	45.48 MHz

See Tab B for further details concerning CEMNET.

High Frequency (HF)

Washington Emergency Net (RACES/ARES)	3.987 MHz
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Ultra High Frequency (UHF)

EMS/Trauma (MED-7): (local on-scene medical control)	TX 463.150 MHz RX 468.150 MHz
EMS/Trauma (MED-1): (state medical control)	TX 463.000 MHz RX 468.000 MHz
Talk-around (MED-1):	463.000 MHz

Ultra High Frequency (800 MHz NPSPAC)

National Calling Channel (ICALL): 821/866.0125 MHz (Chan. 601)
National Working Channel (ITAC-1): 821/866.5125 MHz (Chan. 639)
National Working Channel (ITAC-2): 822/867.0125 MHz (Chan. 677)
National Working Channel (ITAC-3): 822/867.5125 MHz (Chan. 715)
National Working Channel (ITAC-4): 823/868.0125 MHz (Chan. 753)

Note 1: The ICALL channel shall be used to contact other users in the Region for the purpose of requesting incident related information and assistance. If necessary, the calling party will be asked to move to one of the ITAC channels for continuing incident operations or other interoperability communication needs. This channel can be implemented in full repeat mode.

Note 2: The ITAC channels are to be used primarily for coordination activity between different agencies in a mutual aid situation, or emergency activities of a single agency. Incidents requiring multi-agency participation will be coordinated over these channels by the agency controlling the incident. These channels can be implemented in full repeat mode.

Tactical, Fire/EMS (STATEOPS-1): 822/867.5375 MHz (Channel 716)
Tactical, Fire/EMS (STATEOPS-4): 822/867.6125 MHz (Channel 722)

Tactical, Law Enforcement (STATEOPS-2): 822/867.5625 MHz (Channel 718)
Tactical, Law Enforcement (STATEOPS-5): 822/867.6375 MHz (Channel 724)

Tactical, Local Government/Others (STATEOPS-3): 822/867.5875 MHz
(Channel 720)

Note 3: The STATEOPS-1 through 5 are to be used only in the "simplex" mode using the repeater output frequency, for interoperability and other "repeater talk-around" needs. STATEOPS-3 will be implemented in simplex mode on the repeater output frequency (867.5875 MHz). Fixed base stations and fixed mobile relay stations are prohibited on these tactical channels. Temporary portable mobile relay stations with the minimum required power shall be permitted.

Note 4: All ten interoperability channels cited above shall be controlled by sub-audible tone 156.7 Hz. All interoperability repeaters shall have a input and output tone of 156.7 Hz.

**APPENDIX 1
TAB B
COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)**

CEMNET serves as the "PRIMARY" back-up communications system for direction and control of emergency operations, statewide.

CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at the state Emergency Operations Center (EOC) through the Washington State Patrol microwave radio system. The 12 base stations and call signs are:

Capitol Peak	KOM575	Skamania Mountain	WNBQ335
Mount Spokane	KOM570	Clemans Mountain	WNUD825
Joe Butte	KBI807	Galbraith Mountain	WNBQ380
Burch Mountain	KOM560	Scoggins Hill	WNUB969
Tunk Mountain	WNBW539	Octopus Mountain	WNUF654
Baw Faw	WPKE716	Squak Mountain	WPKE718

The system controls/operates three (3) channels supporting state and local government operations. Each channel has been assigned for use in one of five CEMNET operating regions. The channels are monitored on a 24-hour basis by the State Duty Officer; callsign "State EOC".

REGION	CHANNEL	FREQUENCY
Northwest and Northeast	F1	45.20 MHz
Southwest and Southeast	F2	45.36 MHz
Central	F3	45.48 MHz

Note: Private Line (PL) tone on all channels is 127.3 Hz.

Each local jurisdiction (county/city) with CEMNET may operate on the assigned region channel for local operations. The following table indicates the region/channel assignment to be used by local jurisdictions.

CEMNET REGION AND CHANNEL ASSIGNMENTS

NORTHWEST (F1 - 45.20 MHz)	SOUTHWEST (F2 - 45.36 MHz)	CENTRAL (F3 - 45.48 MHz)	NORTHEAST (F1 - 45.20 MHz)	SOUTHEAST (F2 - 45.36 MHz)
Island Co.	Clallam Co.	Adams Co.	Ferry Co.	Asotin Co.
Jefferson Co.	Clark Co.	Benton Co.	Lincoln Co.	Columbia Co.
Kitsap Co.	Cowlitz Co.	Chelan Co.	Okanagon Co.	Garfield Co.
San Juan Co.	Grays Harbor Co.	Douglas Co.	Pend Orielle Co.	Whitman Co.
Skagit Co.	King Co.	Franklin Co.	Spokane Co.	
Snohomish Co.	Lewis Co.	Grant Co.	Stevens Co.	
Whatcom Co.	Mason Co.	Kittitas Co.		
	Pacific Co.	Klickitat Co.		
	Pierce Co.	Yakima Co.		
	Skamania Co.	Walla Walla Co.		
	Thurston Co.			
	Wahkiakum Co.			
ESCA				
Auburn	Lacey			
Bellevue	Puyallup			
Kent	Shelton			
Mercer Island	Tacoma			
Port Angeles	Kirkland			
Redmond				
Seattle				
Snoqualmie				

Local jurisdictions listed above are authorized to use the assigned region channel for local operations. Each local license holder is authorized to operate up to five (5) mobiles.

**APPENDIX 1
TAB C
STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE)**

SECURE serves as a "secondary" limited back-up communications system for direction and control use within the state, as needed. It also serves as a capability to communicate with FEMA Region X, Idaho, and Oregon.

SECURE is an HF radio system employing two stations located in the state Emergency Operations Center (EOC), the Spokane EOC, and a mobile station operated by the Military Department.

Frequencies authorized by FCC and FEMA for use on the system are:

Primary (Day):	7.935 MHz
Primary (Night):	2.411 MHz

Primary (Day - Interstate):	7.805 MHz
Primary (Night - Interstate):	2.326 MHz

Other assigned frequencies:

2.801 MHz
2.414 MHz
2.587 MHz
5.192 MHz

Frequencies are operated upper sideband (USB).

A local jurisdiction EOC will operate on this system when the need is identified and the capability is provided by the state EMD Telecommunications and Warning Program Manager.

**APPENDIX 1
TAB D
RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)**

RACES serves as a "tertiary" back-up communications system for direction, control, warning, and coordination, statewide. See the State RACES Plan, dated November 1995, with changes, for further detail on employment of amateur radio within the state.

RACES is the employment of amateur radio operators/equipment in support of state and local government emergency operations. Amateur radio support, RACES, is established and available at the state Emergency Operations Center (EOC). Systems that can be employed are HF (voice and Packet), VHF (2 meter), VHF (Packet), and UHF.

The frequencies most commonly used to support state EOC operations are listed below. Other frequencies within the amateur band, which are not listed, will be coordinated and used as needed. The call sign for the state EOC RACES is W7EMD (State RACES Radio Officer).

HF - Used statewide by all amateur radio operators for any/all emergencies.

Voice (as needed):	3987 kHz
Packet (24-hours):	3624 kHz

VHF (2 meter)

145.37 MHz	Primary Frequency	(P.L. 136.5 HZ)
145.47 MHz	Olympia Repeater	
146.80 MHz	Olympia Repeater	
145.15 MHz	Olympia Repeater	
147.06 MHz	Baw Faw Mountain Repeater	

VHF (220 MHz band)

224.46 MHz	Olympia Repeater
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UHF (440 MHz band)

444.275 MHz	Olympia Repeater
444.45 MHz	Olympia Repeater

VHF (PACKET) - Call Sign W7EMD-4

145.01 MHz	Seattle Node (Primary)
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VHF (APRS) – Call Sign W7EMD-3

144.390 MHz

**APPENDIX 1
TAB E
OTHER FREQUENCIES MONITORED**

To provide a list of other frequencies which the state EOC can monitor or employ, as needed.

The scope of this list focuses on those systems and frequencies which state EMD, through agreement with other agencies, can monitor or access during times of emergencies and/or disasters.

Frequency Assignments

High Frequency

State Area Command (STARC):	4.580 MHz (Pri) 4.520 MHz (Alt)
US Coast Guard:	2670 KHz 2103.5 KHz
Civil Air Patrol:	4.585 MHz (Pri) 4.582 MHz (Alt)
FEMA Region 10: (FNARS)	2.320 MHz 4.780 MHz 7.348 MHz 10.493 MHz 11.801 MHz 11.957 MHz 12.216 MHz 14.450 MHz 17.649 MHz

Very High Frequency (VHF)

Department of Natural Resources	
Common:	151.415 MHz
State:	159.420 RX/151.295 TX
CAPTEL:	159.285 RX/151.430 TX
Aeronautical Multi-comm:	122.900 MHz (Initial Contact) 122.850 MHz (Air-to-Air/Gnd)
Civil Air Patrol:	148.150 MHz
NOAA Weather Radio:	162.550 MHz 162.475 MHz
NLECS (EAS radio relay only): (National Law Enforcement Communications System)	155.475 MHz

US Coast Guard (Mar. Ch. 81A): 157.075 MHz
(Pollution Response Coordination
Channel, On-scene use only)

FEMA MERS Operations Net 139.950 TX/143.250 RX

Ultra High Frequency (UHF)

State Agency Emergency NetDOT 800 MHz, System 2, Group 2

**APPENDIX 1
TAB F
OTHER VOICE/DATA SYSTEMS**

To provide a list of dedicated voice/data systems that would be employed by the state EOC, as needed.

The scope of this list focuses on the landline systems currently used by the state EMD to support any/all emergencies and/or disasters.

National Warning System (NAWAS): (see Appendix 2, Warning, for additional information about NAWAS)

1. Consists of 31 local Primary Warning Points and 15 Duplicate Warning Points located in EOCs.
2. State Warning Point:

Primary - Emergency Management, state EOC, Camp Murray
Alternate - Washington State Patrol (WSP) Communications Center, Yakima
3. NAWAS, if available, in addition to supporting warning requirements, will be employed as an additional direction, control, and coordination capability to those jurisdictions having a NAWAS terminal.

A Central Computerized Enforcement Service System (ACCESS): (see Appendix 2, Warning, for additional information on use of ACCESS)

1. Consists of a data/teletype network supporting state and local law enforcement agencies. This network is managed by WSP ACCESS Operations and is supported through the WSP microwave radio system and leased circuits, statewide.
2. ACCESS is employed by the state EMD for dissemination of warning, alert, and notification information to local jurisdiction emergency managers.
3. ACCESS, if available, in addition to supporting the above needs, will be employed as an additional direction, control, and coordination capability to all jurisdictions.

Energy Northwest and Columbia Generating Station Special Circuits: All circuits are supported through the WSP microwave radio system and GTE leased lines.

1. One (1) - Dial "400" CRASH line
2. One (1) - Select Dial line
3. One (1) - Facsimile line
4. One (1) - Public Information Officer (PIO) Select Dial line

U.S. Department of Energy, Richland - One (1) - Dial "400" CRASH line supported through the WSP microwave radio system and GTE leased lines.

Umatilla Chemical Depot, Chemical Stockpile Emergency Preparedness Program:

1. One (1) - Automatic Ringdown Line
2. One (1) - Select Dial line
3. Two (2) - Facsimile lines
4. One (1) - PIO Select Dial line
5. Two (2) - Tie lines

APPENDIX 2 WARNING

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department Ecology
Washington State Department of Fish and Wildlife
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
Federal Emergency Management Agency
Telecommunications Service Providers
Local Jurisdiction Emergency Management Organizations

I. INTRODUCTION

A. Purpose

To provide guidance for rapid alerting and warning to key state and local jurisdiction officials and the general public of an impending or occurring natural or technological emergency or disaster.

B. Scope

See Emergency Support Function (ESF) 2, Telecommunications/Information Systems and Warning.

II. POLICIES

See ESF 2, Telecommunications/Information Systems and Warning.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See ESF 2, Telecommunications/Information Systems and Warning.

B. Planning Assumptions

See ESF 2, Telecommunications/Information Systems and Warning.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency or disaster warnings may originate from any level of government or other sources. However, most forecasting resources are located within the federal government, and may include watches and warnings for: floods, seismic sea wave or tsunami, avalanches, severe weather, volcanic eruptions, fixed nuclear facility incidents, hazardous material incidents, as well as earthquake occurrence notification.
2. This notification may come from the National Weather Service (National Oceanic Atmospheric Administration (NOAA)), the Civil Defense Warning System (CDWS), the National Earthquake Information Center (NEIC), the Alaska and Pacific Tsunami Warning Centers, the United States Geologic Services Volcano Center, the amateur radio community, Public Safety Answering Points (PSAP), or the general public.
3. The National Warning System (NAWAS), established by the federal government primarily for disseminating warnings concerning possible threats of an attack to the nation is the primary means of disseminating this information to state and local jurisdiction officials within the state. The federal government has permitted and encourages each state to employ NAWAS for disseminating warnings concerning the above hazards. The state portion of the NAWAS consists of the State Warning Point (Primary and Alternate) and 31 primary local warning points. The State Warning Point is operated 24-hours a day by the Washington State Military Department, Emergency Management Division (EMD) and the Washington State Patrol (WSP) dispatch, Yakima. Federal requirements designate the state EMD as the Primary Warning Point and the WSP as the Alternate Warning Point.
4. Additional state communications capabilities that may be used for warning include: A Central Computerized Enforcement Service System (ACCESS) which is a law enforcement teletype system; a low-band FM radio system for backup direction and control known as Comprehensive Emergency Management Network (CEMNET), commercial telephone, and amateur radio.
5. Responsible state and local jurisdiction officials may consider and decide whether to utilize the local jurisdiction and state Emergency Alert System (EAS) to warn the general public in special situations.
6. Local jurisdictions will utilize all warning systems that are available to alert local jurisdiction officials and the affected populace. This may include public safety radio, sirens, paging devices, door-to-door, and broadcast media.
7. The process of receiving warning information at the state primary or alternate warning points, and then disseminating this information to all local jurisdiction officials is referred to as the Statewide Warning Fan-out.

B. Organization

See ESF 2, Telecommunications/Information Systems and Warning.

C. Procedures

See ESF 2, Telecommunications/Information Systems and Warning.

D. Mitigation Activities

1. Primary Agency

None.

2. Support Agencies

None.

E. Preparedness Activities

1. Primary Agencies

Washington State Military Department, Emergency Management Division

- a. Controls, operates 24-hours a day, and maintains the state portion of NAWAS.
- b. Operates and maintains the Primary State Warning Point during normal business hours and when the EOC is activated.
- c. Tests and maintains the state warning systems and the EOC Standard Operating Procedures (SOPs) for alert and warning.
- d. Assists local jurisdictions with the development, establishment, testing and maintenance of local jurisdiction alert and warning plans, procedures, and systems.
- e. Coordinates Federal Emergency Management Agency (FEMA) assistance for alert and warning system planning and development.
- f. Provides detailed instructions and training to appropriate state and local jurisdiction Warning Point personnel and, as required, to the personnel of other state and federal agencies for the purpose of developing a rapid warning capability.
- g. Determines, plans, and coordinates the use of alternate means of disseminating warning information.

- h. Maintains in the State Emergency Operations Officer SOP and EAS PC, current pre-scripted county EAS messages in support of specific hazardous material events that may occur from Energy Northwest, Columbia Generating Station; U.S. Department of Energy-Richland Operations; and Umatilla Chemical Depot.
- i. Be prepared to issue EAS messages region or statewide as needed and directed by the Governor or Governor's designated authority. Be prepared to issue pre-scripted and/or prearranged EAS messages in support of specific hazardous material and/or other events as requested by local authorities.

2. Support Agencies

- a. **Washington State Department Ecology
Washington State Department of Fish and Wildlife
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
Federal Emergency Management Agency
Telecommunications Service Providers
Local Jurisdiction Emergency Management Organizations**
 - (1) Prepares to provide assistance and support, as may be requested or required.
 - (2) Prepares, through testing of internal procedures, to receive and disseminate alert and warning information within the respective agency.
- b. **Washington State Patrol**
 - (1) Operates the Alternate State Warning Point, in accordance with the procedures in the NAWAS Operations Handbook, or when designated by the state EMD during an emergency or disaster.
 - (2) Maintains specific communications and warning capabilities as appropriate and agreed upon with state EMD.
 - (3) Maintains the state EAS relay network.
- c. **Federal Emergency Management Agency**

Provides and supports the NAWAS which includes lines and equipment to ensure rapid dissemination of warnings.

d. Local Jurisdiction Emergency Management Organizations

(1) Primary Warning Point

- (a) Determines methods of conveying warning to citizens.
- (b) Prepares, maintains, and exercises warning plans, SOPs, and call lists.
- (c) Trains all personnel staffing a warning point in the reception and dissemination of warning information.
- (d) Tests local jurisdiction warning fan-out devices.
- (e) Maintains warning point records.
- (f) Maintains a continuing record of the status of the warning system and advises the local jurisdiction emergency management director of any deficiencies.

(2) Secondary or Tertiary Warning Points

- (a) Responds to state tests of the warning network in accordance with the Statewide Warning Fan-out.
- (b) Trains personnel in the receipt and dissemination of warning information.
- (c) Tests local jurisdiction procedures and warning systems.
- (d) Maintains a continuing record of the status of local jurisdiction warning systems and advises the local jurisdiction emergency management director of any deficiencies.

F. Response Activities

1. Primary Agencies

Military Department, Emergency Management Division

- a. Receives and disseminates, on a 24-hour basis, warning information statewide and locally at the request of the local jurisdiction.
- b. Activates and issues EAS messages as requested by the Governor or Governor's designated authority. Issues EAS messages, as a back-up for local jurisdictions, upon request of designated local authority.

- c. Provides for the receipt and dissemination of warning information at the Primary and Alternate State Warning Points using state EMD and WSP operators.
- d. The state EMD State Emergency Operations Officer:
 - (1) Verifies warning dissemination to all warning points.
 - (2) Initiates state agency call-out and internal fan-out to alert key EOC staff.
 - (3) Activates the state EOC, if required, upon receipt of a warning of an impending emergency or disaster.
 - (4) Provides a status report to the Director, or EOC Supervisor for the state EMD.
 - (5) Notifies state agencies and other appropriate organizations.
 - (6) Coordinates the use of back-up state communications systems for warning as necessary.
 - (7) When requested by local authorities, issues pre-scripted EAS messages for Columbia Generating Station, USDOE-RL, Umatilla Chemical Depot, or other prearranged events. For other events, as requested by local authorities, the Governor, or Governor's designated authority, issues EAS messages as needed.
 - (8) Continues disseminating warning information until such time as the threat is passed.

2. Support Agencies

- a. **Departments of Ecology, Fish and Wildlife, Military Department - National Guard, Natural Resources, Transportation, Parks and Recreation Commission, and the Utilities and Transportation Commission**
 - (1) Makes internal dissemination of warning information when received.
 - (2) Assists, if possible, in relaying warning information when necessary.
 - (3) Provides access to respective networks for warning and communications purposes, or operators and staff to support state EOC operations as may be requested and required.

b. Washington State Patrol

- (1) Supports the state EMD in the use of alternative means such as ACCESS and the EAS radio relay network to disseminate warning information.
- (2) Operates the State Warning Point as required.
- (3) Disseminates warning information in coordination with the state EOC Duty Officer, and operates the State Warning Point until relieved by the state EMD, if requested.

c. Federal Government

- (1) National Warning Center

Operates, directs and controls NAWAS except when emergency or disaster situations exist only in Washington State.
- (2) National Earthquake Information Center

Issues seismic activity advisories and confirmations.
- (3) National Weather Service

Issues forecasts and weather related watches or warnings.
- (4) Tsunami Warning Centers

Issues tsunami reports, watches, and warnings.
- (5) United States Forest Service, United States Geological Survey, FEMA, and University of Washington

Issues volcanic and seismic activity or eruption advisories and warnings.

d. Local Jurisdiction Emergency Management Organizations

- (1) Primary Warning Point
 - (a) Receives and disseminates warning information to local jurisdiction officials whom they support and to the public, as required.
 - (b) Disseminates warning information to secondary warning points.
 - (c) Responds to state and federal tests of NAWAS.

(2) Secondary or Tertiary Warning Points

- (a) Receives and disseminates warning information to local jurisdiction officials whom they support and to the public, as required.
- (b) Disseminates warning information to designated tertiary warning points as indicated in the statewide fan-out.

G. Recovery Activities

All Agencies

- 1. Use primary and alternate warning systems to coordinate recovery activities.
- 2. Restores warning systems and facilities.

V. RESPONSIBILITIES

A. Primary Agency

Military Department, Emergency Management Division

See ESF 2, Telecommunications/Information Systems and Warning.

B. Support Agencies

Departments of Ecology, Fish and Wildlife, General Administration, Military Department - National Guard, Natural Resources, Washington State Patrol, Transportation, Parks and Recreation Commission, Utilities and Transportation Commission, Federal Emergency Management Agency, Telecommunications Service Providers, and the Local Jurisdiction Emergency Management Organizations

See ESF 2, Telecommunications/Information Systems and Warning.

VI. RESOURCE REQUIREMENTS

See ESF 2, Telecommunications/Information Systems and Warning.

VII. REFERENCES

See ESF 2, Telecommunications/Information Systems and Warning.

VIII. TERMS AND DEFINITIONS

See Appendix 4, Comprehensive Emergency Management Plan, Definitions.

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: Washington State Department of General Administration

SUPPORT AGENCIES: Washington State Conservation Commission
Washington State Department of Ecology
Washington State Office of Financial Management
Washington State Department of Fish and Wildlife
Washington State Department of Labor and Industries
Washington State Department of Licensing
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
All Other State Agencies
Federal Emergency Management Agency
U.S. Army Corps of Engineers

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 3 is twofold:

1. To provide public works and engineering support to assist the state in meeting needs related to response and recovery, and;
2. To provide for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities for structural condition and safety.

B. Scope

Support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities, provision of potable water, and provision of emergency power. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment immediately following the event.
3. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for

lifesaving, life protecting, and health and safety purposes during response activities.

4. Removal of debris from public streets and roads.
5. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.
6. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
7. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by state and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
8. Emergency contracting to support public health and safety.
9. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.
10. Assisting in the preparation of internal Department of General Administration (GA) Project Worksheets (PWs) and Preliminary Damage Assessments (PDAs) as required.
11. Supporting other ESFs as outlined in the *Washington State Comprehensive Emergency Management Plan (CEMP)*.

II. POLICIES

Revised Code of Washington (RCW) 43.19.450, Department of General Administration, Engineering and Architecture.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

An emergency or disaster may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and be partially or totally inoperable. A large event may affect the lives of many state and local jurisdiction response personnel, and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate event area may be damaged or inaccessible. Sufficient resources may not be available to state and local jurisdictions to meet emergency requirements. Federal assistance may be required to identify and deploy

resources from outside the affected area to ensure a timely, efficient, and effective response and recovery from the event.

B. Planning Assumptions

1. Access to the event area will be dependent upon the establishment of ground and water routes.
2. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.
3. Rapid assessment of the event area will be made to determine critical response time and potential workload.
4. Emergency environmental waivers and legal authority will be granted to dispose of materials from debris clearance and demolition activities. Local jurisdiction authorities will obtain the required waivers and clearances.
5. Significant numbers of personnel with engineering and construction skills and construction equipment will be available from outside the event area.
6. Support agencies will perform tasks under their own authorities as applicable, in addition to tasking received under the authority of the state CEMP.
7. Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

IV. CONCEPT OF OPERATIONS

A. General

The GA will actively support state and local jurisdiction response and recovery activities. Close coordination will be maintained with federal, state, and local jurisdiction officials to determine potential tasks. The priority of tasks will be determined jointly between federal and state officials. The ESF 3 Team will provide damage information to the ESF 5, Information Analysis and Planning Team for overall damage assessment. The ESF 3 team will collocate personnel at the Washington State Military Department, Emergency Management Division's (EMD), Emergency Operations Center (EOC) to coordinate support, as necessary.

B. Organization

The Engineering and Architectural Services Division of GA is responsible for the coordination of this ESF. The division is responsible to provide public works and engineering assistance, as resources permit, to meet state needs related to emergencies and disasters.

C. Procedures

See Washington State Department of General Administration Disaster Plan, Internal Emergency Operating Procedures.

D. Mitigation Activities

1. Primary Agency

Washington State Department of General Administration

- a. Provides staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- b. Identifies and mitigates the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
- c. Ensures that field personnel have proper protection and equipment available in advance of an event.

2. Support Agencies

Washington State Conservation Commission

Takes actions to reduce or eliminate the effects of emergencies or disasters on renewable natural resources.

3. All Other State Agencies

- a. Provides staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- b. Identifies and mitigates the effects of hazards at home and in the workplace to minimize damage, injury, and disruption following an event.

E. Preparedness Activities

1. Primary Agency

Washington State Department of General Administration

- a. Develops policies and procedures for emergency response and recovery personnel deployment and communications activities.
- b. Maintains liaison with state support agencies, the U.S. Army Corps of Engineers, and other federal representatives.
- c. Trains Engineering and Architectural Services (E&AS) staff in emergency procedures.

- d. Trains E & AS licensed professional staff for Post Earthquake Safety Analysis of Buildings (ATC-20 training).
- e. Develops, maintains, and distributes a statewide database of architects, engineers, contractors, and equipment supplies that can provide support during emergencies or disasters.
- f. Develops, maintains, and distributes a phone notification list and communications process for rapid contact of key division, department and support agency personnel.
- g. Conducts periodic training and exercises and participates in statewide drills and exercises.

2. Support Agencies

Washington State Departments of Ecology, Fish and Wildlife, Labor and Industries, Licensing, Military Department, Natural Resources, Washington State Patrol, Transportation, Office of Financial Management, Conservation Commission, Parks and Recreation Commission, All Other State Agencies, Federal Emergency Management Agency, and the U.S. Army Corps of Engineers

Takes those actions necessary to assure their staff is prepared to accomplish their response and recovery activities.

3. All Other State Agencies

Takes those actions necessary to assure their staffs are prepared to accomplish their internal agency response and recovery activities for ESF 3, PDAs and reports, and facilities.

F. Response Activities

1. Primary Agency

Washington State Department of General Administration

- a. Provides trained personnel to conduct post earthquake safety analysis of buildings.
- b. Provides personnel for internal and external PDA Teams.
- c. Activates the Emergency Contracting Desk.
- d. Coordinates with support agencies to supply requested services and resources.
- e. Contracts with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.

- f. Participates on internal PW Teams to conduct inspections of GA facilities.
- g. Provides initial damage estimates on other state buildings and facilities as a member of the PDA Team, as resources permit.

2. Support Agencies

a. Washington State Department of Corrections

- (1) Conducts initial damage assessments and estimates.
- (2) Provides security of facilities and facility property.
- (3) Coordinates or conducts debris removal and facility property clearance.
- (4) Provides bulldozers, trucks, and other heavy equipment in an emergency or disaster.
- (5) Provides liaison officers to the state EOC and the Department of Corrections (DOC) Headquarters Command Center.

b. Washington State Department of Ecology

- (1) Investigates spills and pollution causes.
- (2) Provides flood control, dam safety, debris removal from rivers and lakes, and assessment and condition reports for flood control facilities such as dams, dikes, drainage, sanitary sewage systems.
- (3) Monitors water contamination.

c. Washington State Office of Financial Management

Specifies and communicates funding of the emergency response and recovery activities.

d. Washington State Department of Fish and Wildlife

- (1) Provides water trucks.
- (2) Conducts initial damage assessment estimates.
- (3) Conducts internal PDA Team, and PW Team Reports.
- (4) Provides hydraulics permit requirements.

- (5) Supplies aerial reconnaissance.

e. Washington State Department of Labor and Industries

- (1) Examines electrical installations, boilers, pressure vessels, and manufactured housing.
- (2) Assures safety compliance for response and recovery activities.
- (3) Supplies laboratory services and equipment to detect hazardous materials.

f. Washington State Department of Licensing

- (1) Verifies licenses of professional and technical personnel assisting in response and recovery activities.
- (2) Provides licensee information as necessary.

g. Washington State Military Department

(1) Emergency Management Division

Maintains the state EOC in a fully operational status.

(2) National Guard

- (a) Provides transportation of key personnel.
- (b) Provides security, as requested.
- (c) Supplements state emergency communications.
- (d) Provides aerial reconnaissance.
- (e) Participates in the conduct of initial damage assessment estimates as a member of the PDA Team, and the PW Team.
- (f) Supplies limited power generation.
- (g) Provides water purification.

h. Washington State Department of Natural Resources

- (1) Tasks personnel, as necessary, to accomplish support responsibilities.
- (2) Provides initial non-fire-related emergency or damage assessment estimates on facilities and lands managed by

the Department of Natural Resources (DNR) as a member of the PDA Team.

- (3) Participates on PW Teams to conduct inspections of DNR's facilities and lands, as well as other state and local facilities damaged by an emergency or disaster.
- (4) Coordinates or conducts debris removal, land reclamation, and road reconstruction of DNR's administered and/or protected lands.
- (5) Provides aerial reconnaissance, as requested.
- (6) Provides bulldozers, trucks, and other heavy equipment in an emergency or disaster.
- (7) Provides liaison officers to the state EOC and DNR EOC.
- (8) Supplies bulldozers, trucks, and other heavy equipment.

i. Washington State Department of Transportation

- (1) Reconstructs, repairs, and maintains the state transportation system. Designates alternate routes in coordination with local jurisdictions and ports.
- (2) Coordinates the mobilization of personnel and equipment required for engineering services that support the transportation system.
- (3) Maintains liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America and construction and equipment rental companies.
- (4) Conducts damage assessments of the state's transportation system and facilities as a member of the internal PDA Team.
- (5) Conducts damage assessments on non-state transportation system facilities as a member of the internal PDA Team, as personnel become available.
- (6) Conducts inspections of the state's transportation system and facilities as a member of the internal PW Team.

j. Washington State Parks and Recreation Commission

Participates in the conduct of initial damage assessment estimates as a member of the PDA Team and the PW Team.

k. Washington State Patrol

- (1) Provides emergency communications.
- (2) Provides security.
- (3) Provides aerial reconnaissance.

l. Federal Emergency Management Agency

- (1) Provides liaison personnel, the Advance Emergency Response Team, to the state EOC.
- (2) Provides support to the state as required and establishes response and recovery priorities in coordination with the state.
- (3) Coordinates with state and local jurisdictions to maximize the use of available regional assets and identifies resources required from outside the region.
- (4) Provides damage assessments and reports to the state EOC, U.S. Army Corps of Engineers and the FEMA Regional Operations Center (ROC).
- (5) Provides Situation Reports (SITREPs) to the state EOC.
- (6) Establishes communications with the U.S. Corps of Engineers and other federal agencies.
- (7) Utilizes designated support agencies.
- (8) Executes assigned ESF 3 missions.
- (9) Supports other ESFs as necessary.
- (10) Provides administrative support, mapping, communications, equipment, and personnel to ESF 3.
- (11) Provides public affairs support to the Joint Information Center (JIC) and Congressional Liaison Officer.

m. U.S. Army Corps of Engineers

- (1) Provides liaison personnel, the Advance Emergency Response Team, to the state EOC.
- (2) Provides support to the state as required and establishes response and recovery priorities in coordination with the state.

- (3) Coordinates with state and local jurisdictions to maximize the use of available regional assets and identifies resources required from outside the region.
- (4) Provides damage assessments and reports to the state EOC, U.S. Army Corps of Engineers and the FEMA ROC.
- (5) Provides SITREPs to the state EOC.
- (6) Establishes communications within the U.S. Corps of Engineers' channels and with other federal agencies.
- (7) Utilizes designated support agencies.
- (8) Executes assigned ESF 3 missions.
- (9) Supports other ESFs, as necessary.
- (10) Provides administrative support, mapping, communications, equipment, and personnel to ESF 3.
- (11) Provides public affairs support to the JIC and Congressional Liaison Officer.
- (12) Maintains fiscal controls, accounting, and timekeeping for mission assignments.
- (13) Assures there is physical and fiscal closure on response and recovery activities.

n. All State Agencies

- (1) Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state agency during response and recovery activities.
- (2) Participates in the conduct of initial internal facility damage assessments, and reports damage estimates to the state EOC.

G. Recovery Activities

Primary and Support Agencies

Continues with response and recovery activities until completed.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Department of General Administration

Coordinates the public works and engineering support to the state and local jurisdictions for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities and the inspection of facilities during or following an emergency or disaster.

B. Support Agencies

Washington State Departments of Ecology, Fish and Wildlife, Labor and Industries, Licensing, Military Department, Natural Resources, Washington State Patrol, Transportation, Office of Financial Management, Conservation Commission, Parks and Recreation Commission, All Other State Agencies, Federal Emergency Management Agency, and the U.S. Army Corps of Engineers

Assists the Department of General Administration in providing public works and engineering support during an emergency or disaster.

VI. RESOURCE REQUIREMENTS

See Washington State Department of General Administration Disaster Plan.

VII. REFERENCES

See Washington State Department of General Administration Disaster Plan.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

PRIMARY AGENCIES: Washington State Department of Natural Resources
Washington State Patrol

SUPPORT AGENCIES: Washington State Conservation Commission
Washington State Department of Corrections
Washington State Department of Ecology
Washington State Office of Financial Management
Washington State Department of Fish and Wildlife
Washington State Military Department
Emergency Management Division
National Guard
Washington State Parks and Recreation Commission
Washington State Department of Transportation

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to establish policies for the effective coordination to detect and suppress wildland, rural, and urban fires resulting from, or occurring coincidentally with, a catastrophic earthquake, other significant natural disasters, or other events requiring fire response.

B. Scope

Firefighting involves managing and coordinating firefighting activities, including the detection and suppression of fires on state and private lands, and providing personnel, equipment, and supplies in support of state and local jurisdictions involved in rural and urban firefighting operations.

The specific recovery actions following an emergency or disaster will be determined by the event.

II. POLICIES

- A. The processes and procedures established in state and federal mobilization guides shall be followed in responding to an emergency or disaster.
- B. Coordination with, and support of, state and local jurisdiction fire suppression organizations shall be accomplished through the Department of Natural Resources (DNR) Emergency Operations Manager, in cooperation with state and local jurisdiction fire marshal offices, the Washington State Military Department, Emergency Management Division (EMD), or other appropriate state agencies operating under the Incident Command System (ICS).

- C. National support for forest fires shall be accomplished through the Northwest Coordination Center (NWC) in Portland, Oregon, who will coordinate with the National Interagency Coordination Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, Idaho.
- D. The Adjutant General has the responsibility to mobilize jurisdictions under Chapter 38.54 RCW, State Fire Services Mobilization. The State Fire Marshall is the fire resources coordinator when fire mobilization is authorized.
- E. Per Chapter 76.04 RCW, DNR has the responsibility for wildland fire suppression on 12.4 million acres of state and privately-owned forest land. The DNR, Resource Protection Division, has the authority to respond to wildland fire suppression efforts, as well as, the responsibility to respond to requests from other agencies for assistance for non-fire emergencies or disasters.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Under the best of circumstances, the management of a large firefighting operation is complex, often involving hundreds of people and several different agencies and local jurisdictions. Fires resulting from or independent of, but coincident with, a catastrophic earthquake or other disaster will place extraordinary demands on available resources and logistics support systems.

A significant natural or technological event may result in many urban, rural, and wildland fires. Ignition sources, of little concern under normal conditions, could cause hundreds of fires during and after an earthquake. The damage potential from fires in urban areas during and after a major earthquake exceeds that of all other causes. Urban fire departments not incapacitated by an earthquake will be totally committed to fires in urban areas. Numerous fires are anticipated in rural and wildland settings as well. Under the worst conditions, these fires will have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life, property, and the environment. Normally available firefighting resources will be difficult to obtain and utilize because of massive disruption of communications, transportation, utilities, and water systems.

B. Planning Assumptions

1. Urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires could occur.
2. Land-line communications will be interrupted. Radio communications will be relied upon heavily, necessitating the early ordering of radio systems from the NICC, as well as depending on state and local agencies radio systems.
3. Wheeled-vehicle access will be hampered by such occurrences as bridge failures and landslides, making conventional travel to the fire location extremely difficult or impossible. Aerial attack by airtankers, helicopters,

and smokejumpers may be essential in these situations. Helicopters will be scarce resources and useable airports will be congested.

4. Agencies that commonly support large fire suppression operations, including the military and U.S. Department of Agriculture, Forest Service, will receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildfires will be scarce or unavailable.
5. Wildland firefighting forces may be diverted to assist in the control of fires in rural and urban areas because of more urgent threats to life, property, and the environment and due to shortages of urban firefighters required to respond to other types of emergencies.
6. Efficient and effective mutual aid among the various local jurisdictions, state, and federal fire agencies requires the use of the ICS together with compatible firefighting equipment and communications.

IV. CONCEPT OF OPERATIONS

A. General

1. The state DNR will manage and coordinate state wildland firefighting activities. The Washington State Patrol shall serve as the state fire resources coordinator when the *Washington State Fire Services Resource Mobilization Plan* is invoked. This will be accomplished by mobilizing firefighting resources in support of state and local jurisdiction wildland firefighting agencies. Established firefighting and support organizations, processes, and procedures, as listed in the *Washington State Fire Services Resource Mobilization Plan* and State and Federal Mobilization Guides will be used in support of firefighting activities. Responsibility for situation assessment and determination of resource needs lies primarily with local jurisdiction Incident Commanders in coordination with the state and local jurisdiction Emergency Operations Centers (EOCs).
2. Requests for firefighting assistance and resources will be transmitted from the DNR Emergency Coordination Center (DNR ECC) to the appropriate regional-level fire coordination center, and as applicable to the NICC at Boise, Idaho, for national response and logistics support when regional resources are inadequate. The NICC will coordinate with the National Fire Suppression Liaison Officer in the event of national-level shortages or unavailability of needed resources.
3. Actual firefighting operations will be managed using the ICS. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels and directly between the national-level and regional-level ECCs.
4. In the case of a statewide emergency, the DNR Emergency Operations Manager, or designee, will represent the department at the state EOC.

This individual will be the link to the DNR ECC and will coordinate department resources needed for the statewide emergency.

5. The DNR ECC will be operational on a 24-hour basis for the duration of the incident or as needed, providing broad policy and coordination support to affected agencies and personnel in accordance with the Washington State Fire Services Resource Mobilization Plan and state and federal Mobilization Guides.
6. Staff from the WSP will support the allocation of fire service resources during mobilization for fires or emergencies and disasters. These activities will be coordinated by the WSP Emergency Mobilization Section Commander, or designee. Selected personnel will staff the state EOC during response and recovery activities.

B. Organization

The firefighting activities of the state DNR will be accomplished by the seven regional offices located in Chehalis, Colville, Sedro Woolley, Forks, Enumclaw, Ellensburg, and Castle Rock. These activities will be supported by the headquarters elements in Olympia.

Firefighting resource mobilization will be accomplished by the Washington State Patrol.

C. Procedures

In an emergency or disaster, the *Washington State Fire Services Resource Mobilization Plan* will be implemented.

D. Mitigation Activities

1. Joint Primary Agencies

a. Washington State Department of Natural Resources

None.

b. Washington State Patrol

None.

2. Support Agencies

The Washington State Departments of Corrections, Ecology, Office of Financial Management, Fish and Wildlife, Military Department, Transportation, Conservation Commission, and the Parks and Recreation Commission

None.

E. Preparedness Activities

1. Joint Primary Agencies

a. Washington State Department of Natural Resources

- (1) Coordinates ESF 4, Firefighting, of the state *Comprehensive Emergency Management Plan* (CEMP).
- (2) Trains department personnel to serve as State Agency Emergency/Disaster Liaison Coordinators in the state EOC.
- (3) Trains DNR personnel and other agency resources in wildland firefighting using established standards.

b. Washington State Patrol

Trains WSP personnel to serve as State Agency Emergency/Disaster Liaison Coordinators in the state EOC.

2. Support Agencies

a. Washington State Department of Corrections

Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.

b. Washington State Department of Fish and Wildlife

Trains Enforcement Officers to assist in traffic control, communications, and/or other logistical assignments.

c. Washington State Military Department, Emergency Management Division

- (1) Maintains 24-hour alert and warning system.
- (2) Develops and maintains Standard Operating Procedures (SOPs) for managing response and recovery activities.
- (3) Maintains the state EOC in a fully-operational status.

F. Response Activities

1. Joint Primary Agencies

a. Washington State Department of Natural Resources

- (1) Tasks personnel, as necessary, to accomplish support responsibilities.

- (2) Assumes full responsibility for suppression of wildfires burning on or threatening state and private forest lands.
- (3) Provides and coordinates firefighting assistance to other land management organizations and to local jurisdiction fire organizations, as requested, under the terms of existing agreements and the department's CEMP.
- (4) Arranges for direct liaison between fire chiefs and incident commanders in the designated area to coordinate requests for firefighting assistance in structural or industrial fire protection operations.
- (5) Provides liaison officers to the state EOC and DNR's Emergency Coordination Center (ECC)
- (6) Provides logistical support as requested to the WSP when the *Washington State Fire Services Resource Mobilization Plan* is activated.

b. Washington State Patrol

- (1) Serves as the WSP Resources Coordinator when the *Washington State Fire Services Resource Mobilization Plan* is activated.
- (2) Provides staff to the state EOC to coordinate fire activities.

2. Support Agencies

a. Washington State Department of Corrections

- (1) Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.
- (2) Provides shelter for emergency or disaster victims at correction facilities, as possible.
- (3) Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- (4) Provides personnel and equipment to assist the Washington State Patrol with special assignments.
- (5) Coordinates the documentation and reporting of emergency disaster-related expenditures to qualify for state or federal reimbursement.

- (6) Coordinates Project Worksheet Team activities at affected facilities.

b. Washington State Department of Ecology

- (1) Provides information regarding water withdrawal, clearing of roads or other erosion producing activities, and air monitoring. These activities may involve obtaining a permit.
- (2) Provides 24-hour response to any oil or hazardous substance occurrence.

c. Washington State Department of Fish and Wildlife

- (1) Provides Enforcement Officers to assist with traffic control, communications, or other logistical assignments.
- (2) Provides available water tank trucks at selected sites for potable water, as requested.
- (3) Provides available reconnaissance aircraft and transport, as requested.
- (4) Provides available road repair equipment, flat bed trucks, and 4-wheel drive vehicles, as requested.

d. Washington State Military Department, Emergency Management Division

- (1) Provides information to The Adjutant General, in coordination with other agencies, with which to make a decision on the implementation of the *Washington State Fire Services Resource Mobilization Plan*.
- (2) Assigns appropriate mission and resource numbers for incident and resource tracking purposes pursuant to Chapters 38.52 and 38.54 RCW in coordination with the WSP.
- (3) Assists local jurisdictions by providing resource logistics, which is the procurement, maintenance, distribution, and replacement of personnel and equipment in coordination with DNR.
- (4) Supports affected local jurisdictions in tracking incident costs and in maintaining administrative records.
- (5) Coordinates orders for resources, including aircraft, from federal and other states' wildland firefighting agencies.
- (6) Provides resource logistics, which is the procurement, maintenance, distribution, and replacement of personnel and equipment.

- (7) Provides liaison officers to the DNR ECC.

e. Washington State Military Department, National Guard

- (1) Provides liaison to the state EOC to coordinate National Guard military support resources, as requested.
- (2) Activates the National Guard Joint Operations Center for the deployment of military support resources.
- (3) Establishes military liaison with the ICC when military support resources are deployed.
- (4) Makes recommendations to The Adjutant General on the use of National Guard resources.
- (5) Provide Military Support to Civil Authorities consistent with ESF 20.

f. Washington State Parks and Recreation Commission

- (1) Provides equipment and personnel, as available, to assist in fire suppression activities.
- (2) Provides facilities, as available, to support fire suppression crews.

g. Washington State Department of Transportation

- (1) Provides equipment operators with Class A Commercial Drivers Licenses, as available.
- (2) Provides equipment mechanics, as available.
- (3) Provides radio technicians and operators, as available.
- (4) Provides aircraft for personnel and equipment transport as available.
- (5) Provides access to statewide fueling facilities.
- (6) Provides miscellaneous vehicles, equipment, and facilities, as available.

G. Recovery Activities

1. Joint Primary Agencies

a. Washington State Department of Natural Resources

Contributes to the incident after-action report.

b. Washington State Patrol

Contributes to the incident after-action report.

2. Support Agencies

a. Washington State Departments of Corrections, Ecology, Fish and Wildlife, Transportation, and the Parks and Recreation Commission

Contributes to the incident after-action report.

b. Washington State Conservation Commission

Provides outreach to the agricultural community through local conservation districts.

c. Washington State Office of Financial Management

(1) Coordinates the requests for funding for mitigation activities following a fire.

(2) Distributes Federal Emergency Management Agency (FEMA) funds, if made available.

(3) Coordinates and prioritizes fire-related budget requests and awards of expenses.

d. Washington State Military Department, Emergency Management Division

Coordinates the preparation of the incident after-action report.

e. Washington State Military Department, National Guard

Contributes to the incident after-action report.

V. RESPONSIBILITIES

A. Joint Primary Agencies

1. Washington State Department of Natural Resources

Manages and coordinates state wildland firefighting activities.

2. Washington State Patrol

Resources requested by the IC through their representative that meets the requirements of *the Washington State Fire Service Resource Mobilization Plan*.

B. Supporting Agencies

The Washington State Conservation Commission, Washington State Parks and Recreation Commission, Washington State Departments of Corrections, Ecology, Fish and Wildlife, Military Department, Transportation, and the Office of Financial Management

Supports state wildland firefighting activities consistent with this ESF and the *Washington State Fire Services Resource Mobilization Plan*.

VI. RESOURCE REQUIREMENTS

- A. Joint primary and support agencies will provide the required personnel, facilities, and equipment to support their activities.
- B. Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

VII. REFERENCES

- A. National Interagency and State Mobilization Guides.
- B. Washington State Fire Services Resource Mobilization Plan.
- C. Interagency Agreement GCA-2336 between Washington State Department of Natural Resources and Washington State Department of Transportation.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Community, Trade and
Economic Development
Washington State Department of General Administration
Washington State Department of Health
Washington State Military Department
National Guard
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
All Other State Agencies
American Red Cross
Local Jurisdictions

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the state.

B. Scope

This ESF is most applicable to the state agencies and volunteer organizations that commonly report to the Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Center (EOC) during an activation. These agencies are found above as Support Agencies. It is applicable to all other state agencies and local jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event.

II. POLICIES

- A. Local jurisdictions are normally very busy during an emergency or disaster. The state EOC will only request information that is necessary to support local jurisdictions and state agencies response and recovery activities.
- B. The state EOC will make every effort to facilitate local jurisdictions in making their reports.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See Basic Plan.

B. Planning Assumptions

1. The urgency of the event will make reporting to the state EOC a low priority for the local jurisdiction emergency manager.
2. Early in the course of the event little information will be available and the information received may be vague and inaccurate.
3. Reporting from the local jurisdiction to the state EOC will improve as the event matures.

IV. CONCEPT OF OPERATIONS

A. General

1. The state agencies and volunteer organizations located in the state EOC will work to meet the information requirements of the EOC staff, Washington Emergency Information Center (WEIC), and the Executive Team. This will include receiving periodic reports from liaison coordinators to the local jurisdiction, state agency field representatives, or the local jurisdiction to meet a specific requirement.
2. The Information Analysis and Planning Section is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze, report, and display the current information. The section will assure that action plans are developed, as needed.
3. The state agencies represented in the EOC will develop their own reporting procedures with their field representatives. Information will be shared by posting the information on computers, making announcements, routing messages to other members of the staff, or preparing periodic situation reports (SITREPs).

B. Organization

1. The state EOC is organized under the basic concepts of the Incident Command System (ICS) and consists of seven functional areas: Executive, Supervisory, Operations, Administration/Finance, Logistics, Public Information, Information Analysis and Planning. Other areas may be added as warranted.
2. The state agencies with the responsibility to provide support consistent with the ESFs are components of the Operations Section, Logistics

Section, Public Information Section, or Information Analysis and Planning Section.

C. Procedures

Washington State Military Department, EMD, Emergency Operations Procedures (EOP).

D. Mitigation Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

None.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

None.

3. Washington State Department of Community, Trade and Economic Development

Provides information and expertise in mitigation planning for growth management issues.

E. Preparedness Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Prepares standardized reporting formats.
- b. Establishes reporting procedures.
- c. Procures display boards and computers.
- d. Prepares a standard template for the Governor's Proclamation of Emergency.

2. Support Agencies

Washington State Departments of Agriculture, Community, Trade and Economic Development, General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, American Red Cross, and Local Jurisdictions

- a. Prepares reporting formats.
- b. Establishes reporting procedures.

3. All Other State Agencies

None.

F. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Collects and displays the information provided to the EOC staff.
- b. Analyzes the information provided and shares with the appropriate EOC representatives.
- c. Analyzes the information provided and develops and recommend action strategies.
- d. Coordinates and prepares periodic SITREPs.
- e. Requests special information from local jurisdictions, volunteer organizations, and field representatives as necessary.
- f. Prepares the Governor's Proclamation of Emergency or any Federal Proclamation and any amendments as necessary.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Community, Trade and Economic Development, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, American Red Cross, and Local Jurisdictions

- a. Collects information from their field representatives and shares with the EOC staff, as appropriate.

- b. Analyzes the information specific to their agency and makes recommendations to the EOC Supervisor on actions to be taken.
- c. Makes requests of field representatives for special information.

3. All Other State Agencies

- a. Provides information to the state EOC on the status of their facilities and programs, as necessary.
- b. Makes requests of field representatives for special information.

G. Recovery Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Prepares SITREPs, as required.
- b. Continues to gather information, as necessary.
- c. Reviews and revises reporting procedures and formats, as necessary.
- d. Prepares the documents for the Governor to terminate Proclamations of Emergency.

2. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

- a. Continues to provide information to the EOC staff, as necessary.
- b. Reviews and revises reporting procedures and formats, as necessary.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

Coordinates the collection, analysis, and sharing of information about potential or actual emergencies or disasters that could effect the state of Washington.

B. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

Supports the state EMD in the collection, analysis, and sharing of information about potential or actual emergencies that could effect the state of Washington.

VI. RESOURCE REQUIREMENTS

- A. Standard office machines, computers, printers, facsimile machines, charts, boards, and communications equipment.
- B. State Agency Emergency/Disaster Liaison Coordinators from the support agencies to the state EOC.
- C. Telephone or facsimile link between the state EOC and the support agencies not physically present in the EOC.

VII. REFERENCES

The Federal Response Plan dated April 1992.

VIII. DEFINITIONS AND ACRONYMS

None.

EMERGENCY SUPPORT FUNCTION 6 MASS CARE

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of General Administration
Washington Volunteer Organizations Active In Disasters
American Red Cross
Private Sector Volunteer Organizations

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.

B. Scope

1. Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance, such as temporary housing, and loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies' initial recovery efforts, may commence as response activities are taking place. Likewise, the provision of the customary American Red Cross (ARC) disaster services of Emergency Assistance and Additional Assistance will be considered based on the needs of the victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance, including the ARC.
2. The (ARC) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 2000).
3. The ARC also assumes primary agency responsibility under the Federal Response Plan (FRP) to coordinate federal response assistance to the mass care response of state and local jurisdictions, and the efforts of other voluntary agencies, including ARC relief operations.

4. Mass Care includes:

a. Shelter

The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.

b. Feeding

The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.

c. Emergency First Aid

Emergency first aid services will be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of the victims.

d. Disaster Welfare Information

Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI System. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.

e. Bulk Distribution of Emergency Relief Items

Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.

II. POLICIES

- A. ESF 6 will be implemented upon the appropriate request for assistance following an event.
- B. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available.

- C. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. DWI, consisting of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists, and any further information made available by the state Emergency Operation Center (EOC), local jurisdiction EOCs, and hospitals, but not limited to these sources, will be collected and made available to immediate family members within or outside the affected areas.
- E. An initial moratorium, not to exceed 48 hours, may be issued to allow activation of the DWI System and determination of the affected area.
- F. Information about those injured and remaining within the affected area will be limited to that provided by local medical care units to the DWI System.
- G. Information on casualties evacuated from the affected area to other medical facilities will be restricted to that provided by the National Disaster Medical System (NDMS) tracking capability. The listing of event related deaths will be limited to officially confirmed fatalities.
- H. Federal communications support agencies identified in federal ESF 2 - Communications will be tasked with transmitting information to the DWI Center. In no instance will fatality lists be transmitted via amateur radio or the ARC 47.42 MHZ system.
- I. The DWI operation will be discontinued as soon as practical.

II. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. The magnitude of damage to structures and lifelines could rapidly overwhelm the capacity of state and local jurisdictions to assess the event and respond effectively to basic and emergency human needs. Damage to roads, airports, communications systems, etc. could hamper emergency response efforts. The movement of emergency supplies could be seriously impeded. Many professional emergency workers and others who normally would help during an event could be dead, injured, involved with family problems resulting from the situation, or unable to reach their assigned posts. State and local jurisdiction emergency facilities could be severely damaged or inaccessible.
2. Thousands of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There will be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden-impact event, such as children in school and parents at work. Large numbers of transients, such as tourists, students, and foreign visitors, may be involved.

B. Planning Assumptions

1. Planning for ESF 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce maximum casualties, but also considers other events which could cause large numbers of casualties and result in widespread damage necessitating the temporary relocation of victims.
2. The nature and extent of the event requires a planned, immediate, and automatic response from Washington State Red Cross Chapters and cooperating private sector and volunteer organizations.
3. The ARC and volunteer organizations in the affected area will immediately provide feeding, shelter, and emergency first aid services, if possible. These organizations will plan to provide these services without external support for at least the first three days, or however long resources dictate, following the onset of the event. An independent ARC relief operation will be established to support this response. If this overwhelms ARC state capabilities, national ARC resources will be requested.
4. A formal ESF 6 organizational structure will be in place for supporting the efforts of other voluntary agencies and government agencies to provide feeding, shelter, emergency first aid stations, bulk distribution centers, and providing for DWI in the event area within 48 hours after activation of the state EOC.
5. Sheltering and feeding activities may be required to accommodate up to 300,000 victims for at least 30 days after the onset of the event.
6. The DWI System should be capable of responding to one million disaster welfare inquiries, from around the world, within 30 days of the onset. These inquiries will relate to persons who are residents of the affected area, as well as transients such as foreign and domestic tourists, business travelers, students and their immediate families, etc. In addition, the system must provide information needed to reunite family members separated at the time of the event.
7. Surviving telephone service into and within the event area will be either inadequate or prioritized to emergency uses to the extent that it will be unable to handle disaster welfare inquiries.
8. Some victims will go to mass shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
9. The magnitude of the event will require the operation of large long-term shelters.
10. The massive relocation of victims will limit or prevent routine mail delivery.

11. The names of many of the injured that are treated and released will continue to appear on casualty lists.
12. Many of the more seriously injured will be transported to hospitals outside the event area, some of them hundreds of miles away.
13. Some medical facilities will be so over taxed that accurate record keeping on treated, released, hospitalized, and transferred individuals will be impossible.
14. The restoration of communication systems, disrupted by damages and overloads, may take weeks.
15. Mass care shelter facilities will receive priority consideration for structural inspections to ensure safety of occupants.
16. Mass care operations and logistical support requirements will be given high priority by state support agencies.
17. Large numbers of spontaneous volunteers in the affected area and around the country will require a planned recruitment strategy and operational training effort.
18. EMD will coordinate ESF 6 planning activities to ensure an *appropriate* immediate and automatic response.

IV. CONCEPT OF OPERATIONS

A. General

1. EMD has been designated the primary agency responsible for managing the activities of ESF 6. Federal agencies have been designated to support the ESF 6 mission. Resources from the private sector will also be applied to the response and recovery effort.
2. EMD will work directly with local jurisdiction counterparts to provide the needed support, as identified. Requests for assistance will be initiated by the requesting jurisdiction and forwarded to the state EOC. Assistance will be provided from EMD directly to an affected local jurisdiction.
3. Direction for support of ESF 6 will originate from the state EOC. The state EOC is responsible for notifying support agencies that an event has occurred that requires staffing the EOC.
4. The national ESF 6 will consider and respond to requests for mass care related resources needed by the Disaster Field Office (DFO), and anticipate additional resource requirements.

5. Support agencies will be notified and expected to provide 24-hour representation, as necessary. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to the response and recovery effort.
6. Upon notification of the staffing of the EOC or of ESF 6, EMD will inform ESF 6 support agencies and Washington Volunteer Organizations Active in Disasters (WAVOAD) member agencies of the activation, and share information about what has occurred and initial response actions.
7. ESF 6 support agencies will notify their local representatives to report to the appropriate locations as designated in local plans.
8. Upon notification by FEMA, the ARC Vice President, Chapter Operations, will report to the FEMA Emergency Information and Coordination Center (EICC) for an initial meeting of the Catastrophic Disaster Response Group (CDRG), and be available as necessary for the duration of the initial response period.

B. Organization

1. National Level Response Support Structure
 - a. The national ESF will operate under the direction of the Vice President, Chapter Operations of the ARC at National Headquarters in Washington, D. C. The ARC National Headquarters will provide administrative support to the national ESF 6.
 - b. The Vice President, Chapter Operations of ARC will represent ESF 6 as a member of the CDRG.
 - c. The Disaster Command Operations Center will be activated at ARC National Headquarters under the direction of the Vice President, Disaster Services.
 - d. Representatives of agencies designated to support ESF 6 will be available on a 24-hour basis for the duration of the emergency response period.
2. State-Level Response Structure
 - a. The state-level response structure is initially composed of representatives at the FEMA Region X Regional Response Center (ROC) and representatives on the Emergency Response Team A (ERT-A) element. When fully operational, the state-level response structure includes the state DFO element and the state EOC.

- b. The state EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief operation and other voluntary agencies for action and exchange information with these organizations.
- c. Full time liaisons from support agencies will be available to the state ESF 6 units at the DFO, as necessary, and available on a 24-hour basis for the duration of the event.
- d. Liaisons with other ESFs will be identified and deployed by the state ESF 6 DFO element. Public Affairs and Congressional Affairs liaisons will be identified and deployed.

C. Procedures

Disaster services will be in accordance with the state EMD Emergency Operations Plan (EOP).

D. Mitigation Activities

1. Primary Agency

Washington Military Department, Emergency Management Division

None.

2. Support Agencies

Washington State Department of General Administration, American Red Cross, and Washington Volunteer Organizations Active in Disasters

None.

E. Preparedness Activities

1. Primary Agency

Washington Military Department, Emergency Management Division

Coordinates planned response and recovery activities with appropriate support agencies.

2. Support Agencies

a. Washington State Department of General Administration

- (1) Identifies sources of federally-owned surplus foods.

- (2) Identifies and inventories state assets such as cots, blankets, and sleeping bags for use in shelters.

b. American Red Cross and Washington Volunteer Organizations Active In Disasters

Coordinate planned response and recovery activities in accordance with directives.

F. Response Activities

1. Primary Agency

a. Washington State Military Department, Emergency Management Division

- (1) Provides space in the state EOC to the ARC and WAVOAD representatives.
- (2) Coordinates mass care activities with support agencies and volunteer organizations.

2. Support Agencies

a. Washington State Department of General Administration

- (1) Provides food supplies to the emergency or disaster area.
- (2) Provides state assets such as cots, blankets, and sleeping bags, as requested.

b. American Red Cross, National Headquarters

- (1) Deploys representatives to the FEMA ROC and ERT-A.
- (2) Activates the Disaster Command Operations Center at Falls Church, Virginia within two hours of notification.
- (3) Convenes the national ESF 6 at ARC National Headquarters.
- (4) Assesses:
 - (a) Areas where emergency sheltering and feeding responses are needed.
 - (b) Where problems may exist in using predesignated shelter facilities based on available damage information.

- (c) Adequacy of food and water supplies for implementation of initial mass care activity.
- (d) Need for immediate deployment of additional personnel from outside the affected area.
- (e) Communication needs for mass care operations.
- (f) Needs and availability of transportation and access to the event area.
- (g) Plans for activation of the DWI System and for informing the general public of the service.
- (h) Anticipates level of response by ARC chapters and others during the first few days.
- (i) Anticipates regional response capability and the availability of state and local jurisdiction resources in the affected area.

c. American Red Cross, State Headquarters

- (1) Coordinates required mass care services.
- (2) Provides meals at fixed feeding locations and provides mobile feeding, as required.
- (3) Coordinates emergency first aid services in shelters, fixed feeding sites, and emergency first aid stations.
- (4) Coordinates potable water and ice.
- (5) Coordinates bulk emergency relief items, as needed.
- (6) Coordinates and operates DWI services.
- (7) Coordinates shelters, feeding units, emergency first aid stations, and the DWI operation.
- (8) Coordinates transportation and needed supplies.
- (9) Coordinates communications between shelters, feeding units, emergency first aid stations, and relief operation locations.
- (10) Maintains contact with the ARC representative in the state EOC.

- (11) Evaluates the mass care needs and makes recommendations to ARC National Headquarters for the allocation of resources.
- (12) Makes recommendations to the State Coordinating Officer (SCO)/Federal Coordinating Officer (FCO), or the CDRG for the establishment of priorities.
- (13) Evaluates support requirements received from the state EOC, other voluntary agencies, the FCO, or the CDRG.

d. Washington Volunteer Organizations Active In Disasters

Support response activities consistent with the mission and capabilities.

G. Recovery Activities

1. Primary Agency

Washington State Military Department - Emergency Management Division

Supports recovery activities consistent with the mission and capabilities.

2. Support Agencies

Washington State Department of General Administration, American Red Cross, and Washington Volunteer Organizations Active In Disasters

Supports recovery activities consistent with the mission and capabilities.

V. RESPONSIBILITIES

A. Primary Agency

Washington Military Department, Emergency Management Division

Supports and coordinates efforts of support agencies and volunteer organizations to provide mass care.

B. Support Agencies

Washington State Department of General Administration, American Red Cross, Washington Volunteer Organizations Active In Disasters

Supports EMD in the accomplishment of ESF 6.

VI. RESOURCE REQUIREMENTS

- A. The state will provide space, telephones, and limited administrative support at the state EOC.
- B. The support agencies will provide representatives, on a 24-hour basis, to the state and local activities.
- C. Resources which may have to be mobilized in support of state and local mass care activities include the transportation of cots and blankets, air mattresses, sleeping bags, portable toilets, water containers, cooking equipment, registration forms, first aid and shelter medical supplies, vehicles for transport of personnel and supplies, comfort and cleanup kits, portable lamps, generators, fans, office supplies, and tables and chairs. Many of these supplies will already be in shelter locations or can be obtained through normal supply channels.
- D. Agencies are responsible for their own transportation.
- E. Available undamaged facilities may have to be augmented by tents, paradomes, mobile homes, and railroad cars, from outside the area.
- F. Personnel resources will include ARC and WAVOAD staff, volunteers such as members of National Volunteer Organizations Active in Disasters (NVOAD), veterans groups, labor unions, scouting organizations, professional associations, and private organizations with whom WAVOAD and/or the ARC has agreements. Specially skilled individuals will be identified from among these groups.

VII. REFERENCES

- A. EMD EOP and Procedures.
- B. American Red Cross Board of Governor's Disaster Services Policy Statements.
- C. American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series).

VIII. DEFINITIONS AND ACRONYMS

None.

EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY AGENCY: Washington State Department of General Administration

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Corrections
Washington State Department of Health
Washington State Department of Information Services
Washington State Department of Labor and Industries
Washington State Department of Licensing
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
Washington State Office of the State Treasurer
All Other State Agencies
American Red Cross
Volunteer Organizations
Private Sector

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster.

B. Scope

Resource support involves the provision of services, personnel, commodities, and facilities to state and local jurisdictions during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, contracting services, transportation services, and personnel required to support emergency activities.

II. POLICIES

The Department of General Administration (GA) will operate under existing authorities and regulations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster will severely damage and limit access to the resource infrastructure as we know it today.

See the *Comprehensive Emergency Management Plan (CEMP)*, Basic Plan and the *Hazard Identification and Vulnerability Assessment (HIVA)*.

B. Planning Assumptions

1. The state's support of the response to the emergency or disaster event will be severely impacted.
2. Normal forms of communications will be severely interrupted during the early phases of an emergency or disaster.
3. Transportation to affected areas will be cut off due to damage to roads, bridges, airports, and other transportation means.
4. Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas. If donated goods and services are provided to the state, the Washington State Military Department, Emergency Management Division (EMD), is responsible to manage these, as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.
5. The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF will be the mechanism through which it provides support activity to all other ESFs.
2. Actions undertaken by this ESF will be coordinated with local jurisdiction emergency managers. Local jurisdictions will expend available resources prior to seeking assistance through the state EMD.

B. Organization

1. This ESF will operate under the direction of the GA, Division of Transportation Services, and specifically the Office of Commodity

Redistribution that has responsibility to coordinate ESF 7, for small or isolated emergencies or disasters.

2. The state EMD is responsible for coordinating the management and logistical support of donated goods, services and funds as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan, in a larger scale emergency or disaster.

C. Procedures

1. All resource requests will be received and processed through the state Emergency Operations Center (EOC).
2. Resource requests will be evaluated by the State Agency Emergency/Disaster Liaison Coordinator, assigned a mission number, and then assigned to the proper agency or division for completion of the task. It will be the responsibility of the coordinator to track the status of mission requests through to completion.
3. Existing agency procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.

D. Mitigation Activities

1. Primary Agency

Washington State Department of General Administration

- a. Works with support agencies and GA's division assistant directors to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- b. Participates in emergency management ESF 7 training at the local jurisdiction, state, and federal levels.
- c. Risk Management provides technical assistance about potential liability issues and purchasing appropriate insurance levels to state agencies.

2. Support Agencies

Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Washington State Patrol, Transportation, State Treasurer, Parks and Recreation Commission American Red Cross, Volunteer Organizations, and the Private Sector

Develops an agency CEMP to identify internal resource needs and to identify resources that can be provided to local jurisdictions and state agencies during response and recovery phases of an emergency or disaster event. A needs assessment for internal and external resources should include, but is not limited to, the following:

- a. Identifies essential personnel and staffing for internal and external support requirements.
- b. Identifies emergency supplies needed for personnel.
- c. Identifies essential records, equipment, and office supply needs.
- d. Identifies essential office space requirements.
- e. Identifies leasing requirements for state-owned or state-leased facilities.
- f. Identifies additional transportation requirements in support of an emergency or disaster.
- g. Identifies and prioritizes internal activities that may require the GA's assistance in an emergency or disaster.

3. All Other State Agencies

Develops an agency CEMP to identify internal resource needs and to identify resources that can be provided to local jurisdictions and state agencies during response and recovery phases of an emergency or disaster event. A needs assessment for internal and external resources should include, but is not limited to, the following:

- a. Identifies essential personnel and staffing for internal and external support requirements.
- b. Identifies emergency supplies needed for personnel.
- c. Identifies essential records, equipment, and office supply needs.
- d. Identifies essential office space requirements.
- e. Identifies contract and leasing requirements for state-owned or state-leased facilities.
- f. Identifies additional transportation requirements in support of an emergency or disaster.
- g. Identifies and prioritizes internal activities that may require the GA's assistance in an emergency or disaster.

E. Preparedness Activities

1. Primary Agency

Washington State Department of General Administration

- a. Conducts emergency management training with ESF 7 support agencies and GA divisions.
- b. Coordinates a back-up plan for staffing the state EOC in the event that designated staff are unavailable to respond due to event conditions.
- c. Participates in emergency management training, drills, and exercises at the local jurisdiction, state, and federal levels.
- d. Develops procedures to expedite emergency leasing requirements for state-owned or state-leased facilities.
- e. Identifies, develops, creates, and prioritizes an inventory list for essential resource requirements in an emergency or disaster in support of ESF 7.

2. Support Agencies

Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Washington State Patrol, Transportation, State Treasurer, Parks and Recreation Commission, American Red Cross, Volunteer Organizations, and the Private Sector

- a. Participates in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an actual event.
- b. Identifies, develops, and prioritizes an inventory list for essential support agency resource requirements in an emergency or disaster.

3. All Other State Agencies

- a. Participate in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an actual event.
- b. Identify, develop, create, and prioritize an inventory list for essential support agency resource requirements in an emergency or disaster.

F. Response Activities

1. Primary Agency

Washington State Department of General Administration

a. Transportation Services

Provides appropriate motor vehicles to the state EMD, and other agencies on a priority basis during an emergency or disaster.

b. Transportation Services/Office of Commodity Redistribution

Staffs the state EOC, on request.

c. Office of Commodity Redistribution

(1) Assists in the state EOC with coordinating emergency or disaster donated goods and services.

(2) Assists with personnel issues during an emergency or disaster event at the EOC.

(3) Provides state warehousing facilities and equipment, as appropriate, during the response and recovery phases.

d. Division of Property Development

(1) Coordinates relocation of state-owned offices, Capitol Campus buildings, and facilities under the Department's control, and acquisition of new space, as necessary.

(2) Assists with relocation of leased state office buildings and facilities, not under the Department's control, if resources permit.

e. Public Information Office

Hosts, in conjunction with the state EOC, all dignitaries visiting the emergency or disaster site.

f. Office of State Procurement

Provides supplemental purchasing and contract support for goods and services.

g. Risk Management

Assists local jurisdictions and state agencies with disaster claims filing.

2. Support Agencies

All Support Agencies - General

Provide supplemental resources to local jurisdictions and state agencies to assist in the response phase of emergency or disaster operations, as requested.

a. Washington State Department of Agriculture

- (1) Provides personnel and equipment for emergency or disaster work in support of this ESF.
- (2) Conducts inspections of disaster relief food related supplies to assure that they meet state requirements.

b. Washington State Department of Corrections

- (1) Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.
- (2) Provides shelter for emergency or disaster victims at correction facilities, as possible.
- (3) Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- (4) Provides personnel and equipment to assist the Washington State Patrol with special assignments.
- (5) Coordinates the documentation and reporting of emergency disaster-related expenditures to qualify for state or federal reimbursement.
- (6) Coordinates Project Worksheet Team activities at affected facilities.

c. Washington State Labor and Industries

- (1) Assures that any site selection and personnel areas meet state work place safety standards in support of this ESF.
- (2) Assures that work site conditions are in compliance with state standards.

d. Washington State Military Department

(1) Emergency Management Division

- (a) Prioritizes mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- (b) Provides communications links and hot lines for the GA resource support and services, as requested.
- (c) Implements a public information and public education strategy that clearly defines the resource support needs of state agencies and local jurisdictions, and how to support the program.

(2) National Guard

- (a) Provides available armories, tents, and other equipment, as requested.
- (b) Provides limited air and land transportation for personnel and equipment.

e. Washington State Department of Natural Resources

- (1) Provides requested emergency air and ground transportation for emergency personnel and equipment, when available.
- (2) Provides heavy equipment (bulldozers, trucks, etc.).
- (3) Provides aerial reconnaissance, as required and available.

f. Washington State Parks and Recreation Commission

Makes state park facilities available as assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.

g. Washington State Patrol

Provides road closure information.

h. Washington State Department of Transportation

- (1) Provides information regarding road closures and accessibility to and from disaster area.
- (2) Provides transportation route evaluation and resources.

i. Washington State Departments of Health, Information Services, Licensing, State Treasurer, and the American Red Cross

Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to local jurisdictions and state agencies, as requested.

j. Volunteer Organizations and Private Sector

Provide resources to local jurisdictions and state agencies to assist in the response and recovery phases of emergency or disaster operations.

k. All Other State Agencies

Provide supplemental resources to local jurisdictions and state agencies to assist in the response phase of emergency or disaster operations, as requested.

G. Recovery Activities

1. Primary Agency

Washington State Department of General Administration

- a. Continues to support response and recovery transition activities, as required.
- b. Follows appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- c. Revises procedures based on lessons learned from the emergency or disaster.

2. Support Agencies

Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department - Emergency Management Division, Natural Resources, Washington State Patrol, Transportation, State Treasurer, Parks and Recreation Commission, American Red Cross, Volunteer Organizations, and the Private Sector

- a. Continue to support response and recovery transition activities, as required.
- b. Revise procedures based on lessons learned from the emergency or disaster.

3. All Other State Agencies

- a. Continue to support response and recovery transition activities, as required.
- b. Revise procedures based on lessons learned from the emergency or disaster.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Department of General Administration

Coordinates required logistical and resource support.

B. Support Agencies

Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Parks and Recreation Commission, Washington State Patrol, Transportation, State Treasurer, American Red Cross, Volunteer Organizations, and the Private Sector

- (1) Support internal agency resource requirements in an emergency or disaster.
- (2) Support GA in the accomplishment of ESF 7.
- (3) Support the state EMD, in the accomplishments of ESF 7, Appendix 1, Donated Goods and Services Management Plan.

C. All Other State Agencies

- (1) Support internal agency resource requirements in an emergency or disaster.
- (2) Support GA in the accomplishment of ESF 7 with external resources.
- (3) Support the state EMD, in the accomplishments of ESF 7, Appendix 1, Donated Goods and Services Management Plan.

VI. RESOURCE REQUIREMENTS

- A. Resources required by this ESF will be established in coordination with support agencies.
- B. Resources will be taken from current state stock first, then from commercial vendors.

VII. REFERENCES

RCW 43.19.200.

VIII. DEFINITIONS AND ACRONYMS

None.

IX. APPENDIX

Appendix 1, Donated Goods and Services Management Plan.

Tab A Communications.

Tab B Management of Donated Monies.

Tab C Public Information.

Tab D Logistics Center.

Figure 1 Logistics Center Request Flow Chart.

Figure 2 Logistics Center Organization Chart.

Figure 3 Logistics Center Operational Chart.

Tab E Point-of-Entry Weigh Stations.

Figure 1 Flow of Solicited Donated Goods.

Figure 2 Flow of Unsolicited Donated Goods - Useable.

Figure 3 Flow of Unsolicited Donated Goods - Requiring Sorting.

Tab F Voluntary Organizations Active in Disaster.

APPENDIX 1 DONATED GOODS AND SERVICES MANAGEMENT PLAN

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Corrections
Washington State Department of General Administration
Washington State Department of Health
Washington State Department of Information Services
Washington State Department of Labor and Industries
Washington State Department of Licensing
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
Washington State Treasurer
Federal Emergency Management Agency
Adventist Community Services
Airport Chaplaincy/Chaplaincy International
American Red Cross
American Radio Relay League, Inc.
Catholic Charities USA
Christian Reformed World Relief Committee
Church of the Brethren
Church World Services
Episcopal Church
Inter-Lutheran Disaster Response
Mennonite Disaster Services
Nazarene Disaster Response
Presbyterian Church
React International, Inc.
Second Harvest
Society of St. Vincent de Paul
Southern Baptist Convention
The Salvation Army
United Methodist Committee of Relief
Washington Trucking Associations
Washington Voluntary Organizations Active in Disaster
World Vision
Local Jurisdictions
Private Associations

I. INTRODUCTION

A. Purpose

To efficiently manage donated goods, services, and funds to match the contribution to the needs of the community.

B. Scope

This Appendix is applicable to the Washington State agencies, local jurisdictions, voluntary organizations, Federal Emergency Management Agency (FEMA), and private associations.

II. POLICIES

- A. The Washington State Military Department, Emergency Management Division (EMD), will facilitate the operations of the voluntary organizations to permit them to function to the full extent of their mission and expertise.
- B. Local jurisdictions will coordinate within their jurisdictions for donated goods and services and assure local sources are expended prior to seeking assistance from the state EMD.
- C. The state EMD will, as a priority, encourage individuals and organizations to make contributions of money to their favorite voluntary organization.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See the Basic Plan and the Hazard Identification and Vulnerability Analysis.

B. Planning Assumptions

- 1. The event will be of such magnitude that there will be an outpouring of goodwill from the international and national community.
- 2. Much of the response to the event will be spontaneous and uncoordinated.
- 3. The voluntary organizations will support the management of donated goods and services to the full extent of their capabilities.
- 4. The state's support of the response to the event will be severely impacted.
- 5. A local jurisdiction emergency manager, outside the affected area, will be available to assist by opening the Logistics Center.

6. An adequate facility will exist in an unaffected area 75-100 miles from the event.

IV. CONCEPT OF OPERATIONS

A. General

1. Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by state or local jurisdictions, or donated. This appendix addresses the latter.
2. During an emergency or disaster the citizens of the United States and several foreign nations prove themselves to be very generous people. There frequently is an outpouring of donations in the form of goods, services, and money. It is important to have a donated goods and services management system that is prepared to either receive donations or to manage their movement throughout the nation. The system should be in place to manage situations that are less than catastrophic. Additionally, the system should be capable of identifying situations that appear to have major consequences but do not. In these times it is important to be able to stop the influx of donated goods and services before they start.
3. The state EMD should be prepared for two contingencies. The first is the management of donated goods, services, and volunteers that are willing to support an event in the state of Washington. Included in this responsibility is the management of cash donations made to the state. The second contingency is supporting the donation of goods, services, and volunteers from the state to another state or territory that has been affected by a disaster. Also included in this situation is the management of cash donations that have been made to the state of Washington, but are designated for the disaster area.

B. Organization

The basic organization for performing this activity will be a Logistics Center as detailed at Tab D.

C. Procedures

1. The state EMD is responsible for management of the logistical support to the event. One or more logistics center(s) will be established at a distance approximately 75-100 miles from the site of the emergency or disaster. A portion of the activities at the logistics centers will be the management of donated goods and services.
2. The state will be working in support of and responsive to the needs of the local jurisdictions. The local jurisdictions should have their own program that interfaces with the state's for managing donated goods and services and work closely with the volunteer organizations in their community. The

state is responsible for unsolicited goods and services that come under their control and the Point-of-Entry Weigh Stations, bulk shipments, and to assist the local jurisdictions, voluntary organizations, and private associations in every way reasonable.

3. Local jurisdictions should work to satisfy their needs for donated goods and services locally. Any need for donated goods or services that cannot be satisfied locally will be forwarded to the state Emergency Operations Center (EOC). The request will be managed at this level to provide a reality check, establish priorities, consolidate, and coordinate.
4. The state EMD will coordinate closely with the Washington Voluntary Organizations Active in Disaster (WAVOAD), transportation representatives, and general contractors. The volunteer organizations and private associations will be responsible to carry out those actions that are defined in their charters.
5. The optimum and preferred situation is to have all individuals or organizations wishing to make a donation to give cash to their favorite charity. This will eliminate all of the logistics involved in managing the commodities or services. The funds can be used to purchase exactly the items or services needed and in the quantities necessary. Donations of money are the least labor intensive of any gift. At no time should the state or local jurisdictions be construed as requesting cash in competition with volunteer organizations or charities. If donations of cash are made directly to the state they will be disbursed in a manner as at Tab B.
6. The management of donated goods and services will be designed to operate from one centrally located logistics center(s). Goods or personnel will arrive, be sorted or identified, stored or housed, and moved to the emergency or disaster site in satisfaction of specific requests. No goods or personnel will bypass the central location unless they have been specifically requested and have a final destination. Only then can they go directly to the requestor.
7. The management of logistics generally and donated goods and services specifically is highly situational. It is impossible to plan for every contingency. The success of this effort is dependent upon a plan and procedures that are highly flexible and adaptable. Most importantly is to have an organization that coordinates and functions as a team.

D. Mitigation Activities

1. Primary Agency

Military Department, Emergency Management Division

Educates elected officials at the state and local jurisdiction level about the State Donated Goods and Services Management Plan.

2. Support Agencies

Departments of Agriculture, Corrections, General Administration, Health, Information Services, Labor and Industries, Licensing, Natural Resources, Washington State Patrol, Transportation, State Treasurer, Parks and Recreation Commission, Voluntary Organizations, Private Associations, and Local Jurisdictions

Educate members of their organization about the State Donated Goods and Services Management Plan.

E. Preparedness Activities

1. Primary Agency

Military Department, Emergency Management Division

- a. Develops and implements the State Donated Goods and Services Management Program.
- b. Identifies roles and responsibilities for other state agencies and the local jurisdictions when requested to activate the Logistics Center.
- c. Develops and implements a Public Information and Education Program that clearly defines the needs of the community and communicates how the program can be supported.

2. Support Agencies

a. Local Jurisdictions

- (1) Coordinate the local jurisdiction Donated Goods and Services Management Program.
- (2) Identify roles and responsibilities for local jurisdiction agencies, voluntary organizations, and private associations to support the program.
- (3) Assist the state with the identification of potential Logistics Centers that the state may use for responding to an emergency or disaster.

b. State Agencies

Departments of Agriculture, Corrections, General Administration, Health, Information Services, Labor and Industries, Licensing, Natural Resources, Washington State Patrol, Transportation, State Treasurer, and the Parks and Recreation Commission

Participate in the coordination process of the State Donated Goods and Services Management Program.

c. Federal Government, Private Sector and Voluntary Organizations

Participate in the coordination process of the State Donated Goods and Services Management Program.

d. Washington Volunteer Organizations Active in Disasters

- (1) Request location of multi-service warehouse(s).
- (2) Prioritize use of facilities and services.
- (3) Identify possible distribution point(s).
- (4) Screen requests for needs.

F. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Establishes communications links and hotlines for potential donors or volunteers to call and register their commodities or services.
- b. Assures overall responsibility for the management of the Logistics Center.

2. Support Agencies

a. Local Jurisdictions

Assist the state by opening and placing in operation the Logistics Center.

b. State Agencies

(1) Washington State Department of Agriculture

Conducts inspections of incoming farm products to assure they meet state requirements.

(2) Washington State Department of Corrections

Provides minimum-security inmate personnel to process donated goods.

(3) Washington State Department of General Administration

- (a) Supports the receipt, processing, and distribution of donated goods and services.
- (b) Provides state warehousing facilities and equipment, as appropriate, during the response and recovery phases of a disaster.

(4) Washington State Department of Health

- (a) Assures through coordination with local health jurisdictions, that donated goods, such as clothing, meet state health and sanitation standards.
- (b) Assures through coordination with local health jurisdictions, that any donated medicines and medical supplies meet state standards.
- (c) Assures that any site selected for the processing of donated goods and personnel meets state health and sanitation requirements.

(5) Washington State Department of Information Services

Assists in the restoration of computer hardware and software for the processing of donated goods and services.

(6) Washington State Department of Labor and Industries

- (a) Assures that the sites selected for the processing of donated goods and personnel meet state work place safety standards.
- (b) Assures that work site conditions are in compliance with state standards.

(7) Washington State Department of Licensing

Assures that professional and technical volunteers are certified to state standards.

(8) Washington State Military Department, National Guard

- (a) Provides transportation of processed donated goods or personnel, as necessary.
- (b) Provides National Guard Armories, facilities, or equipment, as requested.

- (c) Provides security of the Logistics Center, as requested.
- (d) Provides limited medical assistance support at the Logistics Center.
- (e) Obtains assistance requests from local jurisdictions.

(9) Washington State Department of Natural Resources

Assists with the management of the Logistics Center as appropriate.

(10) Washington State Parks and Recreation Commission

Makes appropriate state parks available to assist in the management of wheeled transport, as necessary.

(11) Washington State Patrol

- (a) Washington State Patrol (WSP) Commercial Vehicle Enforcement Officers at the WSP Port-of-Entry Weigh Stations will facilitate the dissemination of information to vehicle operators transporting donated goods. The information will be provided to the WSP by the state EMD.
- (b) The WSP may provide traffic control assistance to vehicles transporting donated goods if appropriate, and resources are available.
- (c) The WSP Commercial Vehicle Enforcement Officers at the Port-of-Entry Weigh Stations may issue permits for oversize and overweight vehicles, as required. (See ESF 1, Appendix 1, for more information.)

(12) Washington State Department of Transportation

- (a) Issues permits to oversized and/or overweight vehicles.
- (b) Evaluates and approves transporter selected routes prior to granting permission for onward movement of vehicles.

(13) Washington State Office of the State Treasurer

Assures donated funds are managed in accordance with state laws and regulations.

c. Federal Government

Federal Emergency Management Agency

- (1) Appoints a Federal Donations Coordinator to assist the state with the donated goods and services management program.
- (2) Establishes a national 1-800 number donations hotline.
- (3) Provides enhanced voluntary agency coordination.
- (4) Provides national donations network information.
- (5) Serves as the liaison to other federal agencies providing assistance for the disaster.

d. Voluntary Organizations and Private Associations

(1) Washington Trucking Associations

Responsibilities to be developed in coordination with the state EMD and the WSP.

(2) Washington Voluntary Organizations Active in Disaster

- (a) Observe activities from the state EOC and informs the voluntary agency members of on-going events and developments.
- (b) Facilitate the participation of voluntary organizations in the State Donated Goods and Services Management Program.
- (c) Facilitate the activities of the Donations Coordination Team when the Logistics Center is activated.
- (d) Notify state EMD when available to assist.
- (e) Receive, processes, registers, and assigns emergency volunteers.
- (f) Provide press release input to EMD Public Information Officer (PIO).
- (g) Establish receiving process for goods from warehouses to distribution point(s).

(3) Adventist Community Services (ACS)

Provides:

- (a) Management of in-kind donations from ACS collection sites and solicited/unsolicited bulk shipments, to distribution points run by any agency, including ACS, to meet the immediate needs of those affected by the emergency or disaster. Processing includes direct management of warehouse facilities to accept donations and supply distribution sites, as necessary.
- (b) Proactive membership on the Donations Coordination Team.
- (c) Active membership in NVOAD and WAVOAD.

(4) Airport Chaplaincy/Chaplaincy International

- (a) Supply emergency spiritual support in personal tragedies.
- (b) Make connections with agencies able to offer additional assistance in time of need.

(5) American Red Cross

Provides:

- (a) Representation on the Donations Coordination Team and to be an active member of WAVOAD.
- (b) Damage assessment.
- (c) Disaster mental health services.
 - 1) Crisis interventions.
 - 2) Medications.
 - 3) Medical bills.
 - 4) Burial Expenses
 - 5) Replacement of dentures, eyeglasses, prosthetics.
- (d) Mass Care.
 - 1) Shelter.

- 2) Fixed feeding.
- 3) Mobile feeding.
- 4) Bulk distribution of supplies.

(e) Family Services

Provides families with disbursing orders to purchase items that best meet their individual needs.

- 1) Clothing.
- 2) Food.
- 3) Temporary/transitional housing.
- 4) Minor home repair.
- 5) Household furnishings.
- 6) Household appliances.
- 7) Occupational supplies.

(f) In-Kind Donations

- 1) Representation on the Donations Coordination Team and to be an active member of WAVOAD
- 2) Management of the American Red Cross In-Kind Donation program in compliance with the National and State Red Cross Disaster Plan, to include accepting donations of new items in bulk quantities on an as-needed basis.

(6) American Radio Relay League, Inc.

Provides emergency radio services, per the State Radio Amateur Civil Emergency Services (RACES) Plan.

(7) Catholic Charities USA

Provides:

- (a) Housing assistance for low-income families.
- (b) Counseling programs for children and the elderly.

- (c) Counseling for disaster caregivers.

(8) Christian Reformed World Relief Committee

Provides:

- (a) Advocacy.
- (b) Management consultation.
- (c) Trained Family Service caseworkers to the American Red Cross.
- (d) Skilled trainers.
- (e) Child care volunteers for the Church of the Brethren's Cooperative Disaster Child Care Program.

(9) Church of the Brethren

Provides:

- (a) Debris removal.
- (b) Long-term rebuilding.
- (c) Child care.

(10) Church World Services

Provides assistance to inter-religious communities to coordinate their on-site response and recovery activities.

(11) Episcopal Church

Provides:

- (a) Immediate relief grants for food, water, medical assistance, and financial aid.
- (b) Rehabilitation grants.

(12) Inter-Lutheran Disaster Response

Provides:

- (a) Consultants.
- (b) Volunteers.
- (c) Emergency supplies or funds.

- (d) Counseling.
- (e) Facilities, expertise, and resources of Lutheran congregations.

(13) Mennonite Disaster Services

Provides:

- (a) Assistance to the elderly, disabled, and those in need.
- (b) Cleanup, repair, and rebuild houses.

(14) Nazarene Disaster Response

Provides assistance and cooperation to other agencies.

(15) Presbyterian Church

Provides volunteers to serve as disaster consultants.

(16) React International, Inc.

- a. Provides assistance to the public and authorities through the use of Citizens Band Radio, GMRS, cellular phones, and amateur radio.
- b. Supports communications with vehicle operators transporting donated goods.

(17) The Salvation Army

Provides:

- (a) Spiritual counseling.
- (b) Family counseling.
- (c) Registration and identification of victims.
- (d) Medical assistance.
- (e) Temporary shelter.
- (f) Mass feeding.
- (g) Mobile feeding.
- (h) Collection of donated goods.
- (i) Clothing distribution.

- (j) Food and commodities distribution.
- (k) Furniture distribution.
- (l) Bedding distribution.

(18) Second Harvest - Known as Foodlife Line in the area code (206) and (360) locations, and Spokane Food Bank in the (509) area code

Provides:

- (a) Trained staff for managing a warehouse or distribution site.
- (b) Donated rail transportation.
- (c) Warehouse or distribution site for donated food items.
- (d) Food solicitation from local donors, the national network, or corporate sponsors.
- (e) Trained staff to assist in managing a warehouse or distribution site.
- (f) Food distribution and meals through local food banks.

(19) Society of St. Vincent de Paul

Provides:

- (a) Clothing, household appliances, furniture.
- (b) Homeless shelters.
- (c) Distribute food.
- (d) Warehousing facilities, if available.

(20) Southern Baptist Convention

Provides:

- (a) Funding.
- (b) Mass feeding.
- (c) Child care.

**(21) United Methodist Committee on Relief (UMCOR)
through the United Methodist Annual Conferences**

Provides:

- (a) Cash grants.
- (b) Volunteer assistance.
- (c) Consultative services at up to three weeks.
- (d) Logistical support of in-kind offerings of needed emergency commodities.
- (e) Pastoral care for the disaster stricken and other care givers.
- (f) Long-term care of children impacted by the disaster.
- (g) Repair and reconstruction teams of volunteers.
- (h) Availability of architectural services to assist victims with repair, rebuilding, and reconstruction of damaged and/or destroyed property.
- (i) Availability of church buildings, institutions, and campgrounds, if needed, and in proximity to the response site.

(22) World Vision

Provides:

- (a) In-kind resources from major corporate donors.
- (b) Logistics and distribution support for corporate in-kind donations.
- (c) Training and mobilization of unaffiliated churches and their volunteers.
- (d) Training for unaffiliated volunteers.
- (e) Long-term recovery support.

V. RESPONSIBILITIES

A. Primary Agency

Military Department, Emergency Management Division

The state EMD is responsible for the coordination of the State Donated Goods and Services Management Program. Other state agencies will support the program consistent with their day-to-day and emergency management mission.

B. Support Agencies

1. Local Jurisdictions

- a. Unaffected local jurisdictions will be requested to assist the state EMD, by opening the Logistics Center. This will include, but not be limited to, processing a Memorandum of Understanding (MOU) with the site manager, establishing feeding and housing for incoming personnel, coordinating security, and providing for sanitation.
- b. The local jurisdictions' department of emergency management/services will have the overall responsibility for the local jurisdiction Donated Goods and Services Management Program. County agencies, voluntary organizations, and private associations will support the program consistent with their day-to-day and emergency management mission.

2. State Agencies

Departments of Agriculture, Corrections, General Administration, Health, Information Services, Labor and Industries, Licensing, Military Department - National Guard, Natural Resources, Washington State Patrol, Transportation, State Treasurer, and the Parks and Recreation Commission

Participates in the coordination process of the State Donated Goods and Services Management Program, as requested.

3. Federal Government

Supports field operations, if necessary.

4. Private Sector and Voluntary Organizations

Supports the state and local jurisdiction donated goods and services management programs consistent with their charter, mission, policies, and procedures.

VI. RESOURCE REQUIREMENTS

A. Administration

1. Reviews annually and revises as necessary ESF 7, Appendix I, all Tabs, and Standard Operating Procedures.
2. Maintains all records and reports necessary to accurately document the activities of organizations involved in response to an emergency or disaster.
3. Provides administration support staff to the personnel managing donated goods and services during an emergency or disaster.

B. Logistics

Provides all logistical support to the personnel managing donated goods and services during an emergency or disaster.

VII. REFERENCES

- A. National Voluntary Organizations Active in Disaster (NVOAD), Organizational Directory dated September 1, 1995.
- B. Washington Voluntary Organizations Active in Disaster (WAVOAD), Directory dated May 1, 1996.

VIII. TERMS AND DEFINITIONS

See Appendix 4, Comprehensive Emergency Management Plan, Definitions and Acronyms.

**APPENDIX 1
TAB A
COMMUNICATIONS**

PURPOSE

To outline the telecommunications support for the state Logistics Center and the donated goods and services management activity.

CONCEPT OF OPERATIONS:

- A. The Washington State Military Department, Emergency Management Division (EMD), Telecommunications and Warning Section, will coordinate the establishment of telecommunications support for the state Logistics Center and donated goods and services management activities.
- B. Should the state's Logistics Center and donated goods and services activities be established, the Federal Emergency Management Agency (FEMA) designated "800" number will be requested for activation. The number will be announced to the public.
- C. Upon activation of the Logistics Center, telecommunications services will be established to provide the center both voice and data capabilities to the state Emergency Operations Center (EOC), local jurisdictions, and FEMA National's communication center.
- D. In addition to telephone services, two-way radio communications will be provided, as necessary. Radio communications support will be primarily provided through the use of amateur radio.
- E. Telecommunications capabilities at the Logistics Center will be:
 - 1. Commercial telephone services (voice and data).
 - 2. Two-way radio communications systems for the following:
 - a. Back-up/alternate communications with the state EOC.
 - b. On-site.
 - c. Other state, local jurisdiction, federal, and private agencies, as required.
- F. The responsibilities for providing communications support are:
 - 1. **Military Department, Emergency Management Division**
Coordinates telecommunications support for the Logistics Center.
 - 2. **Local Jurisdictions or Organizations**
 - a. Coordinates telephone service with the local telephone exchange serving the area.

- b. Provides two-way radio communications support, as needed.
- c. Uses amateur radio in accordance with the state Radio Amateur Civil Emergency Services (RACES) Plan.

3. State Agencies

Per ESF 2, Telecommunications, provide, if requested and resources are available, communications support to the Logistics Center.

4. Federal Emergency Management Agency

- a. Activates the designated 1-800 number, when requested.
- b. Provides support as requested, per the Federal Response Plan.

**APPENDIX 1
TAB B
MANAGEMENT OF DONATED MONIES**

PURPOSE: To designate the responsibilities for the management and award of donated monies.

CONCEPT OF OPERATIONS:

- A. The donation of cash to volunteer or charitable organizations is the preferred form of making a donation during an emergency or disaster. This will permit the giver to earmark his/her monies to the group that best supports his/her interests. The public information efforts will emphasize the donation of cash as the best manner of supporting the emergency or disaster victims.
- B. The state will not, and the local jurisdictions should not, request the donation of cash in competition with the volunteer organizations. Cash should only be accepted by the state or local jurisdiction as an exception. Any inquiry received by the state or local jurisdictions about donating cash should refer the caller to the charitable organization of their choice.
- C. If, in spite of all efforts to avoid it, an individual, organization, or another government makes a cash donation to the state it will be managed as follows:
 - 1. The Military Department, Finance Section, will be responsible for the full accounting of donated monies received and distributed by the state.
 - 2. The Donations Coordination Team will be responsible to designate individuals or organizations that are qualified to receive an award from the donated monies account.

**APPENDIX 1
TAB C
PUBLIC INFORMATION**

PURPOSE: To provide public information service that stresses donating goods, services, or monies to the givers' favorite charity.

CONCEPT OF OPERATIONS:

- A. The Washington State Military Department, Emergency Management Division (EMD), Public Information Officer (PIO), and the Military Department, National Guard, Public Affairs Officer (PAO), will coordinate closely with the Office of the Governor during any emergency or disaster. The first and most immediate responsibility of the PIO and PAO will be to assure that no spontaneous media releases are made by the Governor or his/her staff about donated goods or services. All news releases will be made in coordination with the state EMD. The objective will be to properly channel the generosity of the public to making cash donations to their favorite charity.
- B. The PIO and PAO will coordinate closely with the voluntary organizations and media to develop pre-scripted messages. These messages will lay out in advance the actions requested from individuals or organizations wishing to make donations. The emphasis of the messages will be on making donations of cash or to contact their favorite charity.

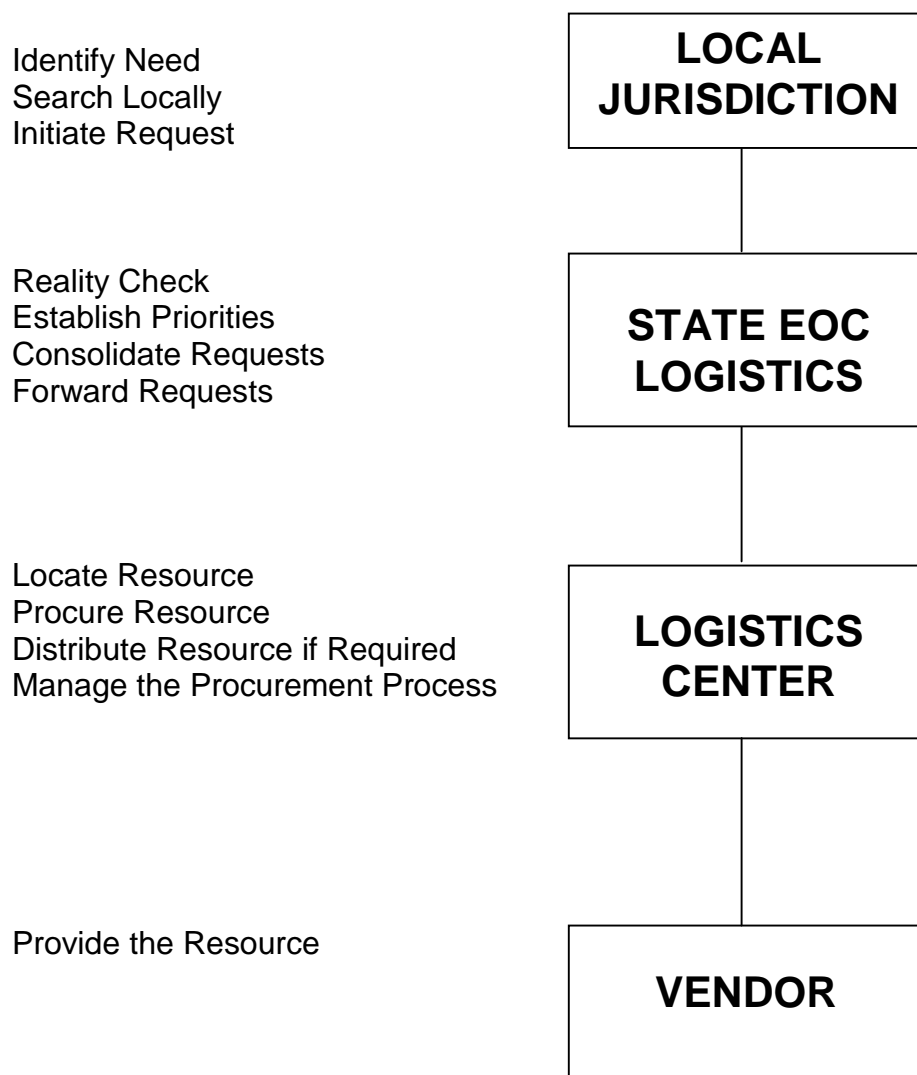
**APPENDIX 1
TAB D
LOGISTICS CENTER**

PURPOSE: To provide a resource listing of sites throughout the state that may be suitable, depending on the situation, to be activated to be a Logistics Center.

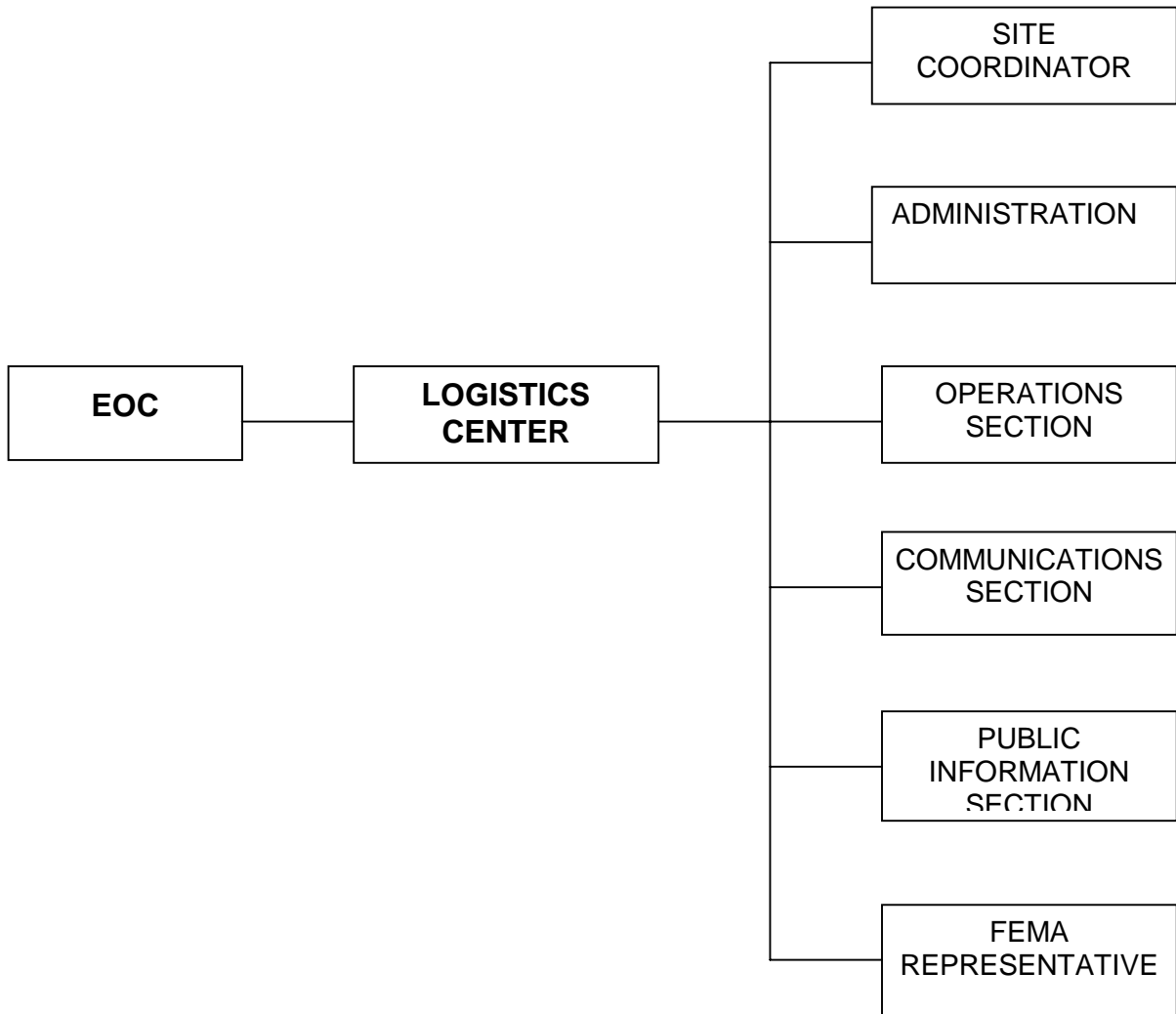
CONCEPT OF OPERATIONS:

- A. If this plan is fully implemented a Logistics Center will be activated. The center will serve to process requests for logistical support. These requests may be satisfied with donated goods and services. The optimum circumstance will be to have the requested item routed directly from the vendor to the requestor. The request for support will flow as at Figure 1.
- B. If not designated, donated goods received in this state will be routed to the Logistics Center. The items will be received, sorted, and stored prior to trans-shipping to the local jurisdictions.
- C. The Logistics Center will be organized as at Figures 2 and 3.
- D. Potential sites for a Logistics Center are maintained separately by the Logistics Coordinator in the state Emergency Operations Center.

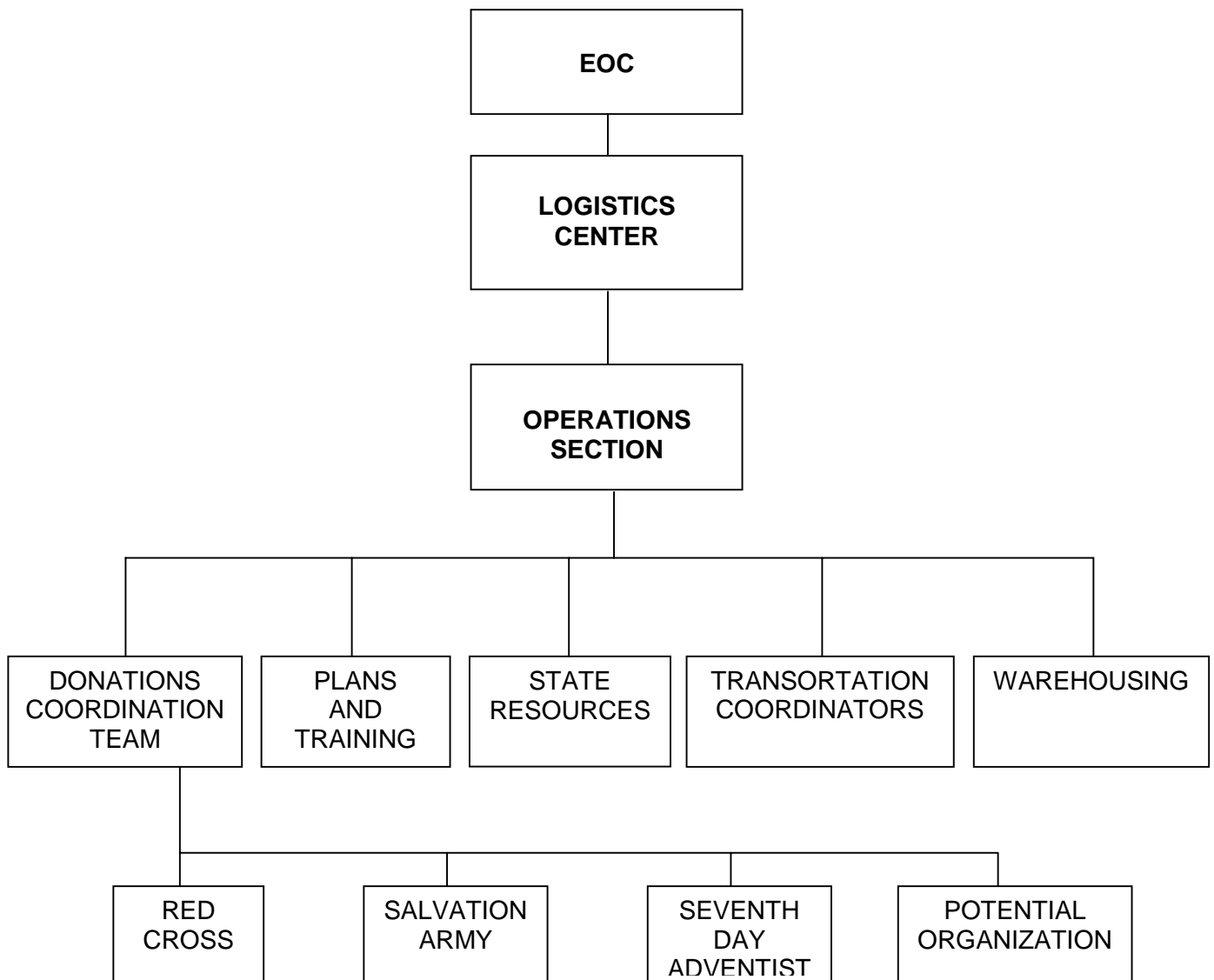
**TAB D
FIGURE 1
REQUEST FLOW CHART**



**TAB D
FIGURE 2
LOGISTICS CENTER ORGANIZATION CHART**



**TAB D
FIGURE 3
LOGISTICS CENTER OPERATIONAL CHART**



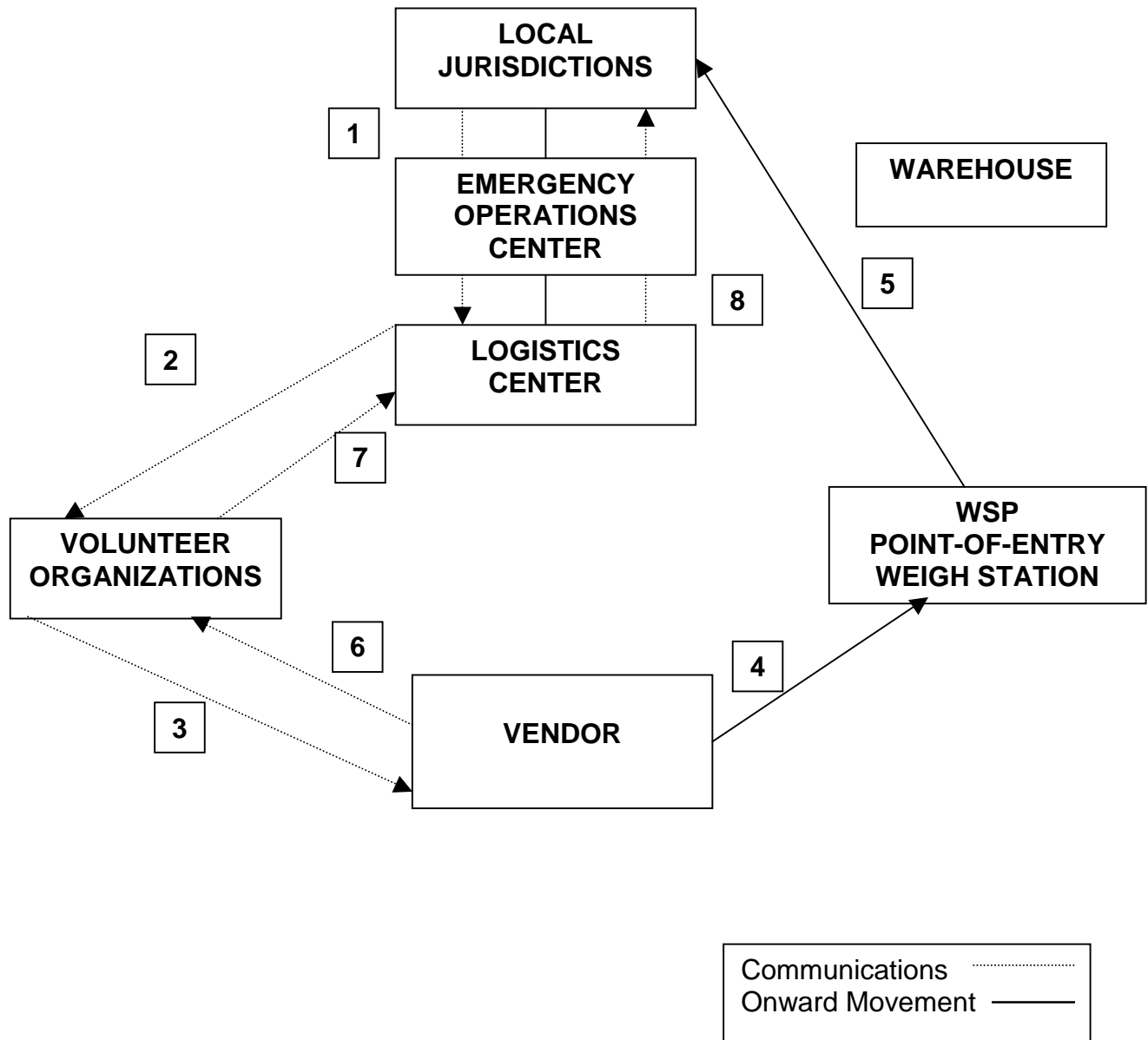
**APPENDIX 1
TAB E
POINT-OF-ENTRY WEIGH STATIONS**

PURPOSE: To gain control and access to wheeled vehicles entering the state so the donated goods can be managed efficiently and effectively.

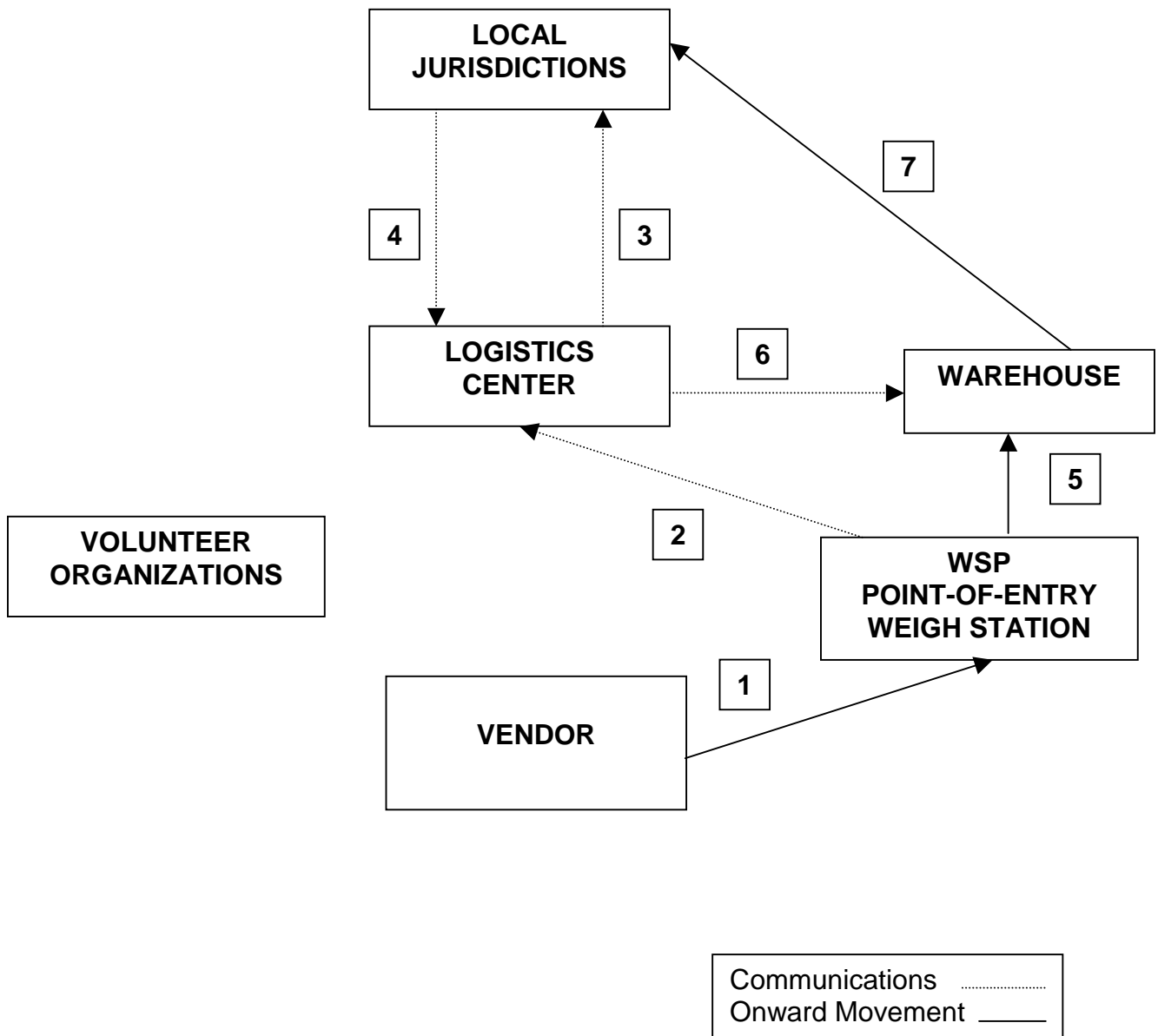
CONCEPT OF OPERATIONS:

- A. Donated goods moving into the state may need an easily recognizable location to receive current information about their mission. The sites where they may receive this information will be the Point-of-Entry Weigh Stations.
- B. The Washington State Patrol, Washington Trucking Associations, and the Washington State Military Department, Emergency Management Division will be responsible for the development of Standard Operating Procedures that will provide for the efficient management of wheeled vehicles arriving in the state with donated goods.
- C. The Flow of Solicited Donated Goods will be organized as at Figure 1.
- D. The Flow of Unsolicited Donated Goods - Useable, will be organized as at Figure 2.
- E. The Flow of Unsolicited Donated Goods - Requiring Sorting, Storage will be organized as at Figure 3.

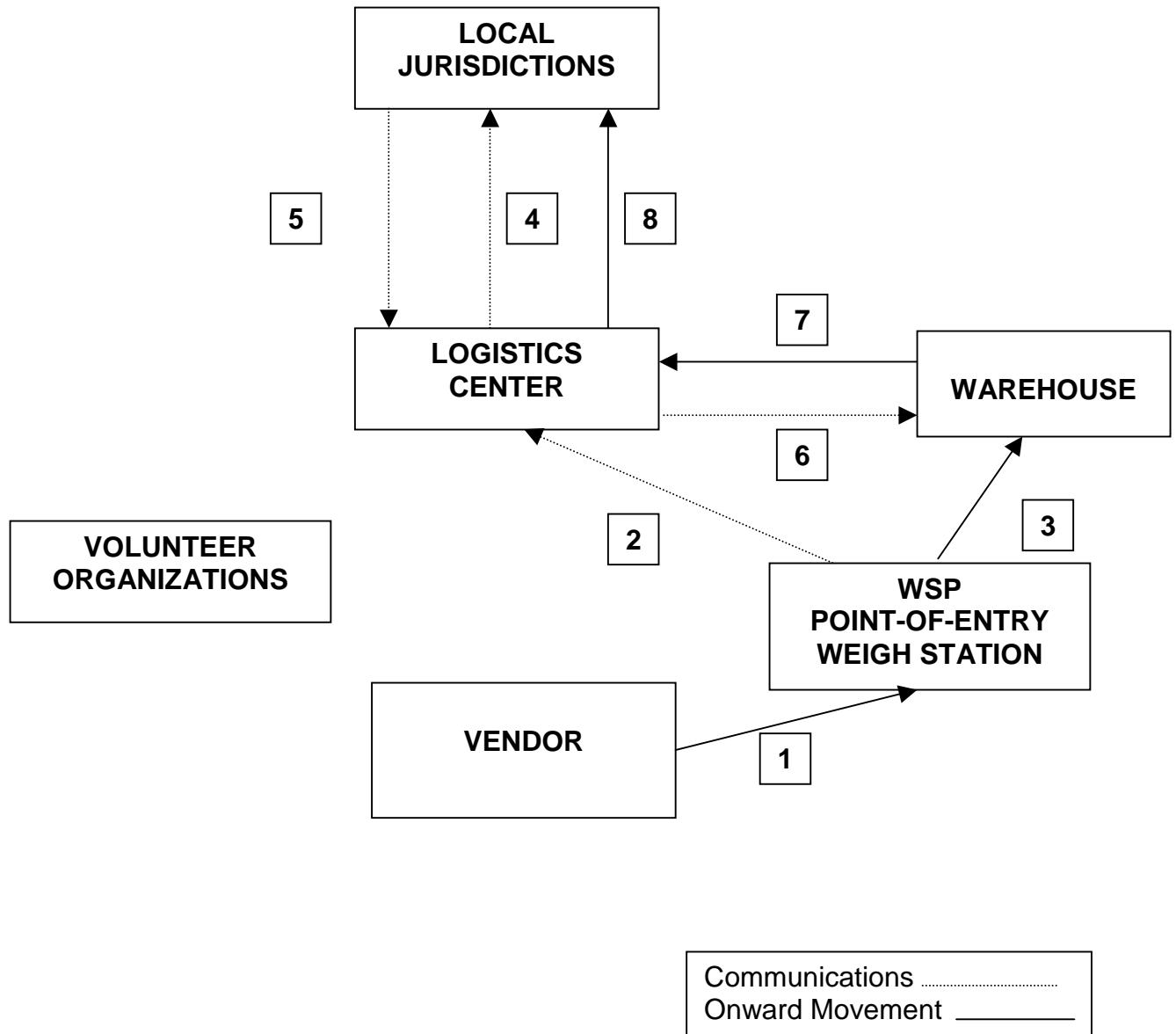
**TAB E
FIGURE 1
FLOW OF SOLICITED DONATED GOODS**



**TAB E
FIGURE 2
FLOW OF UNSOLICITED DONATED GOODS - USEABLE**



TAB E
FIGURE 3
FLOW OF UNSOLICITED DONATED GOODS – REQUIRING SORTING, STORAGE



**APPENDIX 1
TAB F
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

PURPOSE: To identify international, national, and state organizations that may assist in providing disaster relief.

CONCEPT OF OPERATIONS:

- A. The National Voluntary Organizations Active in Disaster (NVOAD) and Washington Voluntary Organizations Active in Disaster (WAVOAD) have a mission of providing support following an emergency or disaster. During an emergency or disaster, local jurisdictions and organizations will coordinate with the local representatives of the voluntary organizations for support.
- B. The membership rosters of the NVOAD and the WAVOAD are kept separately in the state Emergency Operations Center by the Logistics Coordinator.
- C. The *NVOAD Organizational Directory* is a reference guide to voluntary organizations that provide service for victims active in emergency or disaster preparedness, or both. The guide includes:
 - 1. The name of the organization, principal headquarters address, telephone numbers, and primary and secondary contact persons.
 - 2. The structure of the organization, including the number of units in the United States.
 - 3. A description of the emergency or disaster services, stating their primary functions, number and source of professional and volunteer workers, equipment available, and special skills or resources for each organization.
- D. The *WAVOAD Directory* is a handy reference of the State Board of Directors and the WAVOAD related organizations.

EMERGENCY SUPPORT FUNCTION 8 HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: Washington State Department of Health

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Office of Financial Management
Washington State Department of General Administration
Washington State Department of Labor and Industries
Washington State Department of Licensing
Washington State Military Department
Emergency Management Division
National Guard
Washington State Patrol
Washington State Department of Social and Health Services
Washington State Department of Transportation
U.S. Department of Health and Human Services
American Red Cross

I. INTRODUCTION

A. Purpose

This Emergency Support Function (ESF) provides Washington State government-coordinated assistance to local jurisdictions in response to public health and medical care needs resulting from an emergency or disaster.

B. Scope

1. ESF 8 provides assistance to local jurisdictions in identifying and meeting the health and medical needs of victims of an emergency or disaster. This support is categorized in the following functional areas:
 - a. Assessment of health and medical needs.
 - b. Health surveillance.
 - c. Medical care personnel.
 - d. Health and medical equipment and supplies.
 - e. Patient evacuation.
 - f. In-hospital care.
 - g. Food, drug, and medical device safety.
 - h. Worker health and safety.
 - i. Radiological hazards.

- j. Chemical hazards.
 - k. Biological hazards.
 - l. Mental health.
 - m. Public health information.
 - n. Vector control.
 - o. Potable water, wastewater, and solid waste disposal.
 - p. Victim identification and mortuary services.
 - q. Veterinary services.
2. The Department of Health (DOH) directs and coordinates the provision of health and medical assistance to the affected local jurisdiction authorities. Within the scope of ESF 8 is overall public health response and recovery, triage, treatment, and transportation of victims of the event, and the evacuation of patients from the area of the event. The intent of ESF 8, Health and Medical Services, is to supplement and assist the local jurisdictions affected by the disaster by utilizing resources primarily available from:
- a. Within DOH.
 - b. Supporting departments and agencies to ESF 8.
 - c. Medical profession volunteers.
 - d. Other local health jurisdictions.
 - e. The National Disaster Medical System (NDMS), which is a nationwide medical mutual aid network between the federal and non-federal sectors that includes medical response, patient evacuation, and definitive medical care. At the federal level it is a partnership between the U.S. Department of Health and Human Services (HHS), the U.S. Department of Defense (DOD), the U.S. Department of Veterans Affairs (VA), and the Federal Emergency Management Agency (FEMA).
 - f. Specific non-governmental sources such as major pharmaceutical suppliers, hospital supply vendors, the Washington State Funeral Directors Association, and certain other volunteer organizations.

II. POLICIES

- A. State coordinated health and medical assistance to local jurisdictions will be directed by the DOH through the Secretary of Health or designated representative.

- B. Local jurisdictions will activate mutual aid agreements when their resources are depleted or committed. Additional state and federal assistance will be requested, coordinated, and provided when local public and private resources have been exhausted.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. A significant natural disaster or technological event that overwhelms the affected local jurisdiction would necessitate both state and federal public health and medical care assistance. For example, casualty estimates for a major earthquake could range from 1,000 to more than 50,000, depending on population density, quality of building construction, and the location, time, magnitude, and duration of the earthquake. The sudden onset of such a large number of victims would stress the local medical system, necessitating time-critical assistance from the state and federal government. Such a natural disaster would also pose certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health effects.
2. Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of, utilities (power, water, sewer), because staff is unable to report for duty due to personal injuries, and damage or disruption of communication and transportation systems. Medical and health care facilities which remain in operation and have the necessary utilities and staff will probably be overwhelmed by the "walking wounded" and seriously injured victims who are transported there in the immediate aftermath of the occurrence. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will likely be in short supply. Disruptions in local communications and transportation systems could prevent timely re-supply.
3. Uninjured persons who require maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations and general shortages within the disaster area.
4. Although other disasters such as fires and floods do not generate the casualty volume of a major earthquake, there will be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to operation.
5. An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdiction's medical system, and/or result in the contamination of medical treatment personnel

or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing aid.

B. Planning Assumptions

1. Resources within the affected area may be inadequate to clear casualties from the scene or to treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area and then to transport them to the closest appropriate health care facility. Additionally, medical resupply may be needed throughout the event area. In a major event, operational necessity will require the further transportation of patients by air to the nearest metropolitan areas with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care.
2. Damage to chemical and industrial plants; sewer lines as well as water sources, distribution, storage, and treatment systems; and secondary hazards such as fires may result in toxic environmental and public health hazards to the surviving population and response personnel.
3. The damage and destruction caused by a natural or technological event will produce urgent needs for mental health crisis counseling for victims and emergency responders.
4. Local jurisdictions may require assistance in maintaining the continuity of health and medical services.
5. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
6. In a major catastrophic event (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources will be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.

IV. CONCEPT OF OPERATIONS

A. General

1. The DOH will designate a primary liaison (normally the Director, Office of Risk Management) to the state Emergency Operations Center (EOC). The state EOC will notify the DOH liaison (or alternate contact) when and as specified by duty officer procedures or whenever deemed appropriate. Such notification could be to advise of a potential event, announce a Phase II or III activation of the state EOC, or to pass a request from local jurisdiction officials requesting assistance.

- a. The DOH liaison will make further notifications in accordance with internal plans, procedures, or practices.
 - b. The DOH liaison will also notify ESF 8 supporting agencies for their assistance, as needed.
 - c. Supporting agency representatives will notify their parent agency and report to the appropriate location, as requested.
2. ESF 8 response and recovery activities will be directed from the state EOC when it is activated and has become operational. The state EOC ESF 8 staff may initially consist of the State Health Officer (SHO) or alternate, and other staff that DOH deems appropriate.
3. All support agencies and organizations will be notified and tasked to provide 24-hour representation, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staff is available to support the state EOC and to carry out the activities tasked to their agency or organization on a continuous basis. Individuals representing agencies and organizations who are staffing the state EOC must have extensive knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing such resources during response and recovery operations.
4. State ESF 8 will be established at the state EOC, and will maintain coordination with the appropriate local jurisdiction EOCs, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face conversations rather than by formally written requests.
5. The state EOC ESF 8 staff will continuously acquire and assess information about the situation. The staff will continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information. The state ESF 8 will primarily rely on information from the disaster area that is furnished by the local EOC. Other sources of information may include assessment teams dispatched by DOH, supporting agencies and organizations, various state officials in the affected area, local health officials, local health districts, or the broadcast media.
6. In the early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of state EOC ESF 8 to decide whether to authorize assistance. Every attempt shall be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, the state EOC ESF 8 will use its judgment and will be flexible and responsive to meeting perceived time critical needs.

7. Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups of subject matter experts to be assembled by state ESF 8. They would review health and medical intelligence information, and advise on specific strategies to be employed in order to appropriately manage and respond to a specific situation.
8. By direction of the SHO or the Secretary of Health, health personnel or teams from DOH will be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.
9. National Guard medical, transportation, weapons of mass destruction response teams, and other assets may be asked to deploy to support ESF 8 requirements. These requirements will be coordinated with the state EOC National Guard Liaison Coordinator to activate and deploy the necessary military units.
10. Requests for information may be received at ESF 8 from various sources, such as the media and the general public. These requests will be referred to the Joint Information Center for response.
11. A journal of ESF 8 activities shall be maintained by the senior representative of each of the participating agencies in accordance with state EOC Emergency Operations Procedures. The DOH liaison will, upon completion of the event, review the separate journals and prepare a summary after-action report. The after-action report, which summarizes the major activities of ESF 8, will identify key problems, indicate how they were solved, and make recommendations for improving response and recovery operations in subsequent activations. Support agencies and organizations will assist in the preparation of the after action report and endorse the final report.
12. State ESF 8 will also be assisted by those other support agencies as contained in the ESF 8 appendices.
13. State ESF 8 will utilize locally available health and medical resources to the extent possible to meet the needs identified by local jurisdictions. Federal ESF 8 will meet the additional requirements primarily from pre-arranged sources from throughout the United States and Canada.
14. Throughout response and recovery activities, ESF 8 will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. All requests from appropriate local jurisdictions for medical and public health assistance will be assumed to be valid. Upon receiving conflicting or questionable requests, ESF 8 will attempt to confirm the actual need. ESF 8 will maintain accurate and extensive logs to support after-action reports and other documentation of the event conditions.
15. ESF 8 will develop and provide medical and public health situation reports to the EOC Decision Group, the DOH EOC, the primary Joint Information Center (JIC), and organizations with a need for recurring reports of

specific types of information including other ESFs, federal agencies, and the local jurisdiction upon request.

16. The DOH EOC will activate in accordance with internal plans and procedures based upon the agency's evaluation of the event.

B. Organization

1. Washington State Department of Health

The Department of Health consists of the Office of the Secretary (OS), and six major divisions.

a. Community and Family Health

(1) Infectious Diseases and Reproductive Health

Manages the Sexually Transmitted Disease, HIV/Aids, and Tuberculosis programs. Facilitates the delivery of high-quality, low-cost, comprehensive family planning and reproductive health care services.

(2) Maternal and Child Health

Provides access to health and support services for pregnant and postpartum women and their children by providing continuing education and training for providers of maternity services, referral coordination, nursing assessment and intervention, and needs assessment and planning. Coordinates the state nutrition services including the Office of Women, Infants and Children Services (WIC) Nutrition Program. Manages the Immunization program.

(3) Community Wellness and Prevention

Provides programs and develops surveillance and monitoring systems for cancer, heart disease, stroke and related chronic diseases on a statewide and county level. Manages programs to control the complications from diabetes, and to prevent death and disability from injuries.

b. Environmental Health

(1) Drinking Water

Assures the purity and reliability of public drinking water systems through development of regulations and legislation regarding water quality; reviews and approves water system plans and construction projects; and provides technical assistance to local health jurisdictions.

(2) Radiation Protection

Regulates all uses of ionizing radiation in the state to protect the public from harmful effects of radiation and to keep human exposure to radiation at levels as low as reasonably achievable.

(3) Food Safety and Shellfish Programs

Protect public health by preventing illness and death from ingestion of contaminated shellfish by licensing and inspecting shellfish processing and shipping facilities; monitoring growing waters for biological and chemical contamination; and coordinating education and other programs with federal, state, local jurisdictions, and Native American governments.

(4) Environmental Health Assessments

Conducts environmental health assessments, educating, and recommending strategies that minimize health impacts from environmental contaminants. Provides technical assistance to the state for the Chemical Stockpile Emergency Preparedness Program (CSEPP).

(5) Environmental Health and Safety

Protects and promotes public health through assessment of environmental health problems, development of public policy, regulations, and guidelines, and provision of health information and education to the public, health care providers, and governmental agencies. Programs include Wastewater Management, School Safety, General Sanitation, Zoonotic Disease, Indoor Air Quality, Water Recreation, Contaminated Properties, Pesticides, and Hazardous Substances Emergency Event Surveillance.

c. Epidemiology, Health Statistics, and Public Health Laboratory

(1) Epidemiology

Identifies disease patterns that may indicate an environmental, behavioral, or occupational hazard and identifies and responds to outbreaks of communicable and non-communicable diseases. Works closely with local health jurisdictions to identify and track illnesses.

(2) Hospital and Patient Data Systems

Develops and maintains data systems providing information on hospital finances and utilization, diagnostic and procedural information. Provides analysis useful in

identifying the incidence and trends related to preventable disease resulting in acute medical intervention.

(3) Center for Health Statistics

Obtains, stores, and preserves the complete registration of all births, deaths, marriages, and divorces within the state, and makes official documentation of these events to the public.

(4) Public Health Laboratories

(a) Environmental Chemistry and Radiation

Supports local health jurisdiction's environmental health programs by performing analyses on drinking water, soil, paint chips, ceramics and pottery, beverages, food, and drugs. Supports statewide environmental radiation monitoring program by analyses of radioactivity in soil, water, air, sediments, milk, food, and agriculture products.

(b) Clinical and Environmental Microbiology

Actively works with Epidemiology and local health jurisdictions to aid in the diagnosis and control of communicable or life-threatening diseases. The environmental laboratories work directly with DOH programs including Drinking Water, Shellfish, and Epidemiology.

(c) Newborn Screening

Provide screening of every child born in the state to detect certain heritable disorders that require identification and treatment shortly after birth to prevent catastrophic outcomes such as mental retardation or death.

d. Health Systems Quality Assurance

(1) Facilities and Services Licensing

Provides quality assurance in patient care, prevention practices, early intervention, and environmental safety systems. Surveys medical, health, and child care facilities, state institutions, lodging establishments, and ferries to ensure acceptable levels of public health services practices.

(2) Health Professions Quality Assurance

Authorizes and credentials health professionals by developing licensing rules, examining applicants, and reviewing qualifications and backgrounds. Receives and processes complaints, conducts investigations, and supports licensing board hearings, and meetings.

(3) Emergency Medical and Trauma Prevention

Establishes, promotes, and manages a comprehensive system of emergency medical and trauma services that provides for delivery of emergency medical treatment for people with acute illness and traumatic injury.

(4) Community and Rural Health

Provides technical and financial assistance to stabilize and strengthen health care delivery systems in rural and urban under-served communities. Assistance is focused on activities necessary to recruit and retain health care personnel, support the health care delivery system infrastructure, and assure access to health care services.

e. Management Services

Provides administrative, financial, contracting, purchasing, information processing, personnel, and risk management services to the department. The five functional units are:

(1) Financial Services.

(2) Contracts, Properties and Procurement.

(3) Human Resources.

(4) Risk Management.

Provides emergency management services to the department. The Director, Office of Risk Management normally serves as liaison to the state EOC. Also provides safety and security services, claims and lawsuits management, and other services to DOH.

f. Division of Information Resource Management

Provides information technology services to the department, its partners, and the public in support of the department's mission.

2. Local Health Jurisdictions

There are 34 local health jurisdictions serving the 39 counties within the state. The Local Health Jurisdiction Health Officer is normally the lead for the local ESF 8 health and medical response.

C. Procedures

1. General

- a. Basic DOH internal procedures are contained in the following documents:
 - (1) DOH Comprehensive Emergency Management Plan.
 - (2) DOH Policies and Procedures.
 - (3) DOH Response Procedures for Radiation Emergencies

D. Mitigation Activities

1. Primary Agency

Washington State Department of Health

Stores and distributes vaccines for immunization against disease.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Labor and Industries, Licensing, Military Department, Washington State Patrol, Social and Health Services, Transportation, Office of Financial Management, U.S. Department of Health and Human Services, and the American Red Cross

None.

E. Preparedness Activities

1. Primary Agency

Washington State Department of Health

a. Community and Family Health

Develops the composition of assessment teams based on hypothetical emergency or disaster situations.

b. Environmental Health; Epidemiology, Health Statistics, and Public Health Laboratory; and, Health Services Quality Assurance

- (1) Develop procedures for the accomplishment of response and recovery activities. Works with local jurisdictions to develop procedures for recovery activities.
- (2) Conduct and participates in tests to validate response and recovery procedures.
- (3) Revise procedures based on test or real event findings.

2. Support Agencies

Washington State Departments of Agriculture, Ecology, General Administration, Labor and Industries, Licensing, Military Department, Washington State Patrol, Social and Health Services, Transportation, Office of Financial Management, and the American Red Cross

- a. Develop procedures and appendixes for the accomplishment of response and recovery activities.
- b. Conduct and participates in tests to validate response and recovery procedures.
- c. Revise procedures based on test or real event findings.

F. Response Activities

1. Primary Agency

Washington State Department of Health

a. Community and Family Health

Mobilizes and deploys assessment teams to the event area to assist in determining specific health and medical needs and priorities.

b. Environmental Health

- (1) Assists in assessing health and medical effects of radiological exposure on the general population and on high-risk population groups.
- (2) Conducts field investigations, including collection and analysis of relevant radiological samples.
- (3) Advises on protective actions related to direct human and animal exposure and on indirect exposure through

radiologically contaminated food, drugs, water supply, and other media.

- (4) Provides technical assistance and consultation on medical treatment of radiologically injured victims.
- (5) Assists in assessing health and medical effects of chemical exposure on the general public and on high-risk population groups.
- (6) Provides technical assistance and consultation for field investigations including collection and laboratory analysis of relevant chemical agent samples.
- (7) Advises of protective actions related to direct human and animal exposure and on indirect exposure through biologically, chemically, or radiologically contaminated food, drugs, water supplies, and other media.
- (8) Provides technical assistance and consultation on medical treatment of chemically injured victims.
- (9) Assists in assessing potable water and waste water/solid waste disposal issues.
- (10) Conducts field investigations including collection and laboratory analysis of relevant potable water and waste water/solid waste samples.
- (11) Provides water purification and waste water/solid waste disposal equipment and supplies.
- (12) Provides technical assistance and consultation on potable water and waste water/solid waste disposal issues.

c. Epidemiology, Health Statistics, and Public Health Laboratory

- (1) Establish surveillance systems to monitor the general population and special high-risk population segments.
- (2) Carry out field studies and investigations.
- (3) Monitor injury and disease patterns and potential disease outbreaks.
- (4) Provide technical assistance and consultations on disease and injury control measures and precautions.
- (5) Assist in assessing the threat of vector-borne diseases following an event.

- (6) Conduct field investigations including the collection and laboratory analysis of relevant samples.
- (7) Provide vector control equipment and supplies.
- (8) Provide technical assistance and consultation on protective actions and vector-borne diseases.
- (9) Provide technical assistance and consultation on medical treatment of victims of vector-borne diseases.
- (10) Advise of protective actions related to direct human and animal exposure and on indirect exposure through biologic agent contamination of food, drugs, water supplies, and other media.
- (11) Provide technical assistance and consultations of medical treatment of victims injured by biologic agents.
- (12) Assist in assessing health and medical effects of biologic exposure on the general public and on high-risk population groups.
- (13) Conduct field investigations including collection and laboratory analysis of relevant biologic samples.
- (14) Assist by providing public health and disease prevention information for the public in or near the event.
- (15) Provide short and long-term follow-up for infants with detected disorders (including provision of metabolic treatment infant formula).

d. Health Services Quality Assurance

- (1) Coordinates the provision of health professionals and workers to assist local health jurisdiction Health Officers in providing care for ill or injured victims.
- (2) Coordinates for health and medical equipment and supplies including pharmaceutical, biologic products, and blood and blood products in support operations and for restocking health and medical care facilities in affected areas.
- (3) Coordinates the assurance of the safety and efficacy of donated regulated drug, biologic products, and medical devices following an event.
- (4) Arranges for seizure, removal, and/or destruction of contaminated or unsafe products.

e. Management Services

Provides emergency management as well as logistical and administrative support necessary to perform program activities.

f. Division of Information Resource Management

Provides information resource management support necessary to perform program activities.

2. Support Agencies

a. Washington State Department of Agriculture

- (1) Assists in providing veterinary services for both living and deceased animals including pets, livestock, and wild or captive animals.
- (2) Assures the safety and purity of donated food products following an event.

b. Washington State Department of General Administration

Assists health and medical response and recovery operations by providing support with personnel, equipment, food and supplies.

c. Washington State Department of Labor and Industries

- (1) Assists in monitoring health and well being of emergency workers.
- (2) Performs field investigations and studies addressing worker health and safety issues.
- (3) Provides technical assistance and consultation on worker health and safety measures and precautions.

d. Washington State Department of Licensing

- (1) Provides liaison with medical examiner/coroner for mortuary services and funeral personnel to assist in the morgue, if needed.
- (2) Coordinates with appropriate agencies and organizations to process, prepare, and dispose of remains.
- (3) Coordinates support from the Washington State Patrol (WSP) Identification System Unit to provide assistance to the affected jurisdiction(s) in the identification of human remains.

e. Washington State Military Department

(1) Emergency Management Division

- (a) Prepares the Hazard Identification and Vulnerability Assessment.
- (b) Maintains and operates the state EOC for use by state agencies and other organizations.
- (c) Maintains Standard Operations Procedures for operating the state EOC.
- (d) Activates the state EOC, issue warnings, and activates the Emergency Alert System.
- (e) Assists the National Guard with coordinating Military Support to Civil Authorities, ESF 20.

(2) National Guard

- (a) Provides medical assistance for casualty clearing and staging, and other missions, as requested and capabilities permit.
- (b) Transports medical personnel, casualties, supplies, and equipment to or from the affected area and in coordination with the DOT and other transportation support agencies.
- (c) Provides logistical support to health and medical response and recovery operations.
- (d) Assists in coordinating patient reception and management in areas where military treatment facilities serve.
- (e) Provides military medical personnel to assist the Department of Health in activities for the protection of public health such as food, water, wastewater, solid waste disposal, vectors, hygiene, and other environmental conditions.
- (f) Assists in coordinating available U.S. Department of Defense medical supplies for distribution to mass care centers and medical care locations being operated for victims.
- (g) Provides available emergency medical support to assist in the support of local jurisdictions within the affected area. Services may include triage, medical

treatment, and the utilization of surviving medical facilities within the affected area.

- (h) Provides assistance in managing human remains including victim identification and disposition.
- (i) Assists in relocating or evacuating personnel to temporary shelters and assistance centers.
- (j) Within capabilities assists in decontamination of medical facilities, treatment centers, or other areas required for the administration of medical aid to the affected population.

f. Washington State Patrol

- (1) Assists in identifying disaster victims utilizing the Automated Fingerprint Identification System, standard-fingerprinting techniques, or advanced fingerprinting techniques for decomposed or mutilated skin.
- (2) Assists in identifying disaster victims utilizing DNA blood typing techniques such as Restriction Fragment Length Polymorphism and Polymerase Chain Reaction.
- (3) Facilitates contact with the FBI Disaster Team for victim identification, following a mass casualty event.
- (4) Assists in investigating and documenting the event scene.

g. Washington State Department of Social and Health Services

- (1) Assists in assessing mental health needs.
- (2) Provides mental health training materials for emergency workers.
- (3) Assists in arranging training for mental health outreach workers.
- (4) Assesses adequacy of application for federal crisis counseling grant funds.
- (5) Addresses worker stress issues and needs through a variety of mechanisms.

h. Washington State Department of Transportation

- (1) Coordinates movement of seriously ill or injured patients from the area of the event to locations where definitive medical care is available.

- (2) Assists in identifying and arranging for utilization of all types of transportation such as air, rail, marine, and land vehicles.
- (3) Coordinates with the Federal Aviation Administration (FAA) for air traffic control support for priority missions.
- (4) Coordinates with U.S. Department of Health and Human Services to utilize the transportation assets of the National Disaster Medical System (NDMS).

i. Washington State Office of Financial Management

Supports response activities consistent with the agency's mission and capabilities.

j. American Red Cross

- (1) Provides emergency first aid, supportive counseling, health care for minor illnesses and injuries to victims in mass care shelters, selected disaster clean-up areas, and other sites deemed necessary by the Department of Health.
- (2) Supplements the local jurisdiction's existing health system, subject to the availability of staff.
- (3) Provides supportive counseling for the family members of the dead and injured.
- (4) Provides available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes.
- (5) Acquaints families with available health resources and services and make appropriate referrals.
- (6) Provides blood and blood products through regional blood centers at the request of the appropriate agency.
- (7) Provides coordination for uploading of appropriate patient casualty information from ESF 8 into the Disaster Welfare Information System.

G. Recovery Activities

1. Primary Agency

Washington State Department of Health

- a. Supports recovery activities consistent with the Department's mission and capabilities.

- b. Prepares an after-action report of the event when requested.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Labor and Industries, Licensing, Military Department, Washington State Patrol, Social and Health Services, Transportation, Office of Financial Management, U.S. Department of Health and Human Services, and the American Red Cross

- a. Support recovery activities consistent with the organization missions and capabilities.
- b. Provide input to the Department of Health's after-action report of the event.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Department of Health

Coordinates the planning for, and provision of, the state's medical and public health assistance to local jurisdictions affected by an emergency or disaster.

B. Support Agencies

Washington State Departments of Agriculture, General Administration, Labor and Industries, Licensing, Military Department, Washington State Patrol, Social and Health Services, Transportation, Office of Financial Management, U.S. Department of Health and Human Services, and the American Red Cross

Provide support to the DOH in planning for, and providing medical and public health assistance to local jurisdictions affected by an emergency or disaster.

VI. RESOURCE REQUIREMENTS

A. Medical Transportation

Arrangements for medical transportation should be made at the lowest levels possible. Normally local jurisdiction transportation requirements are to be handled by local jurisdiction authorities. State and local jurisdiction health/medical authorities identify the need for patient evacuation support from the affected area. If it is determined by the local jurisdiction that local or regional resources are inadequate to meet the requirements, a request for state medical transportation assistance will be submitted to the state ESF 8 and will be coordinated with representatives from the Department of Transportation.

B. Medical Facilities

Coordination for medical facilities is primarily a local jurisdiction function. Requests for additional assistance should first be referred to local jurisdiction authorities. Requests from local jurisdictions for hospital support should be routed through the state ESF 8.

C. Medical Equipment and Supplies

Representatives from the Departments of Health, General Administration, Social and Health Services, Transportation, and the Military Department will coordinate for the procurement and transportation of medical equipment and supplies to the affected area.

D. Communications

The state EOC ESF 8 will establish communications necessary to effectively coordinate health and medical assistance. As a minimum, state ESF 8 will be expected to maintain communications with the DOH EOC, local jurisdiction health and medical officials, and local jurisdiction EOCs, as necessary. As the situation dictates, communications will be maintained with other agencies such as the FEMA regional offices and Public Health Services regional offices. A variety of communications networks and organizations will be used including the public switched-telephone network, the State Controlled Area Network (SCAN) and various radio networks coordinated with the state EOC. National Guard units deployed in support of ESF 8 will utilize their organic communications equipment and assigned frequencies to facilitate their internal communications requirements.

E. Assets Critical for Initial 12 Hours

The most critical requirements during the first 12 hours of an event will be medical response personnel, necessary medical supplies and equipment, transportation, logistical and administrative support, and communication systems support. The principal requirements will be:

1. The alerting and deployment of emergency response and recovery coordinators, state ESF 8, the DOH ESF 8 emergency response and recovery structure, and other necessary ESF 8 personnel.
2. The alerting and deployment of medical personnel and teams, and supporting military medical units to assist local jurisdiction authorities in the delivery of patient care to victims of the event and the provision of mortuary services as required. Patient care will probably be rendered under austere field conditions for casualty clearing, casualty staging, and during transportation.
3. Medical supplies, including pharmaceutical and biologic products, and equipment necessary to replace those damaged or destroyed by the event. Additionally, resupply will be needed for deployed medical teams, supporting military medical units, and local jurisdiction medical units providing patient care in the affected area. The National Pharmaceutical Stockpile may be requested (see Appendix 2).

4. Transportation support, provided resources are available, including:
 - a. Aircraft for transport of incoming medical response personnel, supplies, and equipment.
 - b. Ground transportation for deployment of incoming assets within the affected area.
 - c. Ground transportation, fixed and rotary-wing aircraft for movement of casualties within the affected area.
 - d. Fixed-wing short-, medium- and long-range aircraft for patient evacuation from the affected area.
5. Logistics and administrative support, including:
 - a. One or more representative of each ESF 8 primary and support agency to be located at, or to be immediately available via telecommunications, as appropriate to support, to the state ESF 8, or within the affected area.
 - b. One or more representative of state ESF 8 to deploy, as required, to assist local ESF 8 with emergency response and recovery coordination.
 - c. Clerical support personnel at the state ESF 8.
 - d. Referenced materials including plans, directories, and maps necessary for coordination of medical and public health response.
6. Communication systems, including:
 - a. Voice and data communications systems connecting state EOC ESF 8, DOH ESF 8, and local jurisdiction ESF 8.
 - b. Intra-regional voice communication systems connecting state and local jurisdiction officials involved in immediate medical response and recovery operations.
 - c. Communications required to support casualty clearing, aero medical staging, and patient evacuation and reception operations.
7. The assets required for the initial 12 hours will also be required for the remainder of the response and recovery activities. Requirements may be modified depending on verification of initial requests for assistance, confirmation of casualty and damage estimates and locations, and the time required for medical and public health response and recovery. The discovery of previously undetected damage, hazardous conditions, or other requirements could also modify the state medical and public health response. Some significant increases in public health and mental health assistance will be required following the initial response activities and will

need to continue well into the recovery activities. Such assistance may include the provision of environmental health services for shelters.

VII. REFERENCES

See Appendix 3.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

IX. APPENDICES

1. National Pharmaceutical Stockpile Reception and Distribution (to be published separately).
2. Infant Formula Resupply.
3. Mortuary Services

**ESF 8
APPENDIX 1
NATIONAL PHARMACEUTICAL STOCKPILE
RECEPTION AND DISTRIBUTION PLAN**

PUBLISHED SEPARATELY

RESTRICTED DISTRIBUTION

EXEMPT FROM PUBLIC DISCLOSURE IN ACCORDANCE WITH RCW 42.17.310(1)(ww)

APPENDIX 2 INFANT FORMULA RESUPPLY

PRIMARY AGENCY: Washington State Department of Health

SUPPORT AGENCIES: Washington State Department of General Administration
Washington State Department of Transportation
American Red Cross

I. PURPOSE

The emergency response mission of the Office of Women, Infants, and Children Services (WIC) is to work in conjunction with the Washington State Department of Health (DOH) to facilitate the delivery of public health and medical services/resources and to provide timely, accurate information to federal, state, and local agencies (i.e. WIC clinics), and the general public.

II. POLICY

In a public health emergency or other declared emergency or disaster, the DOH Office of WIC Services will ensure that all infants in the affected jurisdiction(s) have access to infant formula. The DOH Office of Newborn Screening will continue to coordinate the provision of special metabolic infant formula to qualified clients during emergencies or disasters.

III. RESPONSIBILITIES

The Washington State Comprehensive Emergency Management Plan (CEMP) identifies and defines the responsibilities of the DOH during emergencies. The DOH will direct WIC in the duties needed to respond to the declared disaster.

IV. CONCEPT OF OPERATIONS

DOH will have an established Emergency Operations Center (EOC), which will be the focal point for coordinating agency disaster response and recovery operations. It is through the EOC that DOH/WIC shall receive guidance. The designated emergency or disaster coordinator for DOH may be reached by calling the EOC and requesting assistance.

V. PROCEDURES

- A. An emergency requiring DOH/WIC response is triggered by a naturally occurring or human caused situation, capable of resulting in harm to life or property, where the need for resources to respond exceeds that available to the jurisdiction, either internally or through mutual aid agreements.

- B. An emergency triggers the DOH (to include the WIC Program) Emergency Management Plan when it is a public health emergency or the Governor declares a State of Emergency.
 - 1. PUBLIC HEALTH EMERGENCY - An emergency involving public health concerns where the need for resources to respond exceeds the resources available to local and state government.
 - 2. STATE OF EMERGENCY - A Governor declared state of readiness triggered by an emergency of such magnitude that it requires resources exceeding the routine capabilities of state government.

VI. RESPONSIBILITIES

A. Washington State Department of General Administration

All food provided in the shelters are generally purchased by the U.S. Department of Agriculture and distributed by the Washington State Department of General Administration (GA), Division of Commodity Redistribution (DCR). The DCR has stated that if large quantities of infant formula were needed to respond to a major disaster, the DCR would rely upon the Office of WIC Services to assist in obtaining the formula.

B. Washington State Department of Transportation

- 1. If a major disaster left the highways impassable and shipments of infant formula were unable to be transported to critical or remote areas, the DCR has facilities, which would allow for airdrops. GA/DCR recommends that consideration should be made to have mass quantities of infant formula be flown into McChord Air Force Base, Tacoma, Washington. From there the formula would be transported to the DCR site in Auburn, Washington, and then transported into locations designated as feeding sites.
- 2. In most cases, transportation of food and other materials into impassable areas would be provided by the Washington State Department of Transportation.

C. American Red Cross

- 1. Shall respond to emergency relief efforts by providing food, shelter, care, and other forms of assistance. Once a need is identified for the Red Cross to provide assistance during an emergency, the public shall be given notice through such channels as print media and public service announcements by radio and television.
- 2. All Red Cross shelters are staffed with a registered nurse or someone designated to assess the medical needs of individuals coming into the shelter.

3. While the Red Cross does not always have a nutritionist on site in each shelter, it does plan their meals to ensure that nutritious meals are served.
4. The Red Cross does not stockpile infant formula.
5. A list of Washington Red Cross Units is located at the state EOC.

APPENDIX 3 MORTUARY SERVICES

I. PURPOSE

The purpose of the Mortuary Services appendix is to provide guidelines for rapid response to events that result in people's deaths.

II. POLICIES

1. The Washington State Department of Licensing, Funeral and Cemetery Unit, represents death care concerns of the state and provides liaison with the Department of Health, the medical examiners and coroners, licensed funeral directors, embalmers, and funeral establishments, the Washington State Funeral Directors Association, and the National Funeral Directors Association.
2. If a disaster exceeds the resources of the local jurisdiction and its funeral professionals, the funeral and cemetery unit will assist in the coordination with the Washington State Funeral Directors Association and the National Funerals Association to recruit the needed professionals to meet the needs. The state and national funeral associations have disaster preparedness plans in place.

MORTUARY SERVICES ADDRESSES OF RESPONDERS

Department of Licensing
Funeral and Cemetery Unit Administrator
405 Black Lake Boulevard SW
P.O. Box 9012
Olympia, WA 98507-9012
(360) 586-4905
FAX (360) 664-2550

National Funeral Directors Association
11121 W. Oklahoma Avenue
Milwaukee, WI 53227
(414) 541-2500
1-800-228-6332
FAX (414) 541-1909

Washington State Funeral Directors
Association
2950 Northup Way, Suite 105
Bellevue, WA 98004-1402
(206) 822-5507
FAX (206) 827-5506

Mr. Ray Forrey, Chair
Whitman County Chapter
Washington State Funeral Directors
Association
S. 209 Main
Colfax, WA 99111
(509) 397-2901

EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

PRIMARY AGENCIES: Washington State Military Department
Emergency Management Division
Washington State Department of Transportation

SUPPORT AGENCIES: Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Department of Health
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Patrol
American Red Cross
Federal Emergency Management Agency
U.S. Department of Defense
U.S. Department of Transportation, Coast Guard

I. INTRODUCTION

A. Purpose

To provide for the coordination and effective utilization of all available resources in the conduct of Search and Rescue (SAR) operations.

B. Scope

1. State law encompasses both wildland and disaster SAR within the definition of land SAR (Section 38.52.010 (7) RCW). However, the federal government separates the two and covers wildland SAR in the National SAR Plan and disaster SAR, specifically Urban Search and Rescue (US&R) in the Federal Response Plan (FRP). For clarity, this Emergency Support Function (ESF) will refer specifically to US&R when there is a connection with the FRP. In other cases, "SAR" is presumed to mean land SAR including both wildland and disaster SAR.
2. Air SAR is defined by Chapter 47.68 RCW and Chapter 468.200 WAC.
3. A separate Underground (Mine) Rescue Plan is maintained by the Washington State Military Department, Emergency Management Division (EMD), SAR Coordinator.

II. POLICIES

- A. See Basic Plan.

- B. Land SAR operations are primarily initiated, coordinated, and directed by local jurisdictions in accordance with state and local jurisdiction plans. However, one political subdivision may not be able to provide the necessary equipment or sufficient numbers of trained personnel to successfully carry out a SAR mission. Requests for additional resources including special skills, expertise, or equipment are coordinated by the state EMD.
- C. Air SAR for missing or downed civil aircraft is the responsibility of Department of Transportation (WSDOT) (Chapter 47.68 RCW).
- D. An Underground (Mine) SAR Plan is required by RCW 38.52.037.
- E. The Incident Command System (ICS) is the preferred method of on-scene incident management for SAR operations within the state. In accordance with RCW 38.52.400 (1), ICS shall be used for multi-agency/multi-jurisdiction SAR operations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. The wide range of and easy access to outdoor recreational activities in the state and the large number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year. In addition, use of civil aircraft within the state continues to increase.
- 2. The wildland-urban interface situation, which has greatly affected the fire service, has also impacted SAR. People become lost in wildland and suburban areas only a few minutes travel from their homes.
- 3. The state is threatened by major events such as airline crashes, avalanches, earthquakes, volcanic eruptions, or tsunamis. Such disasters can result in large, multi-jurisdictional SAR operations.
- 4. Earthquakes pose a particularly severe threat. A major earthquake would trigger SAR operations involving local responders, statewide SAR volunteer organizations, the Washington National Guard (WNG), local jurisdiction and state/province responders from neighboring jurisdictions, federal response agencies including the military, and the Federal Emergency Management Agency (FEMA) US&R Task Forces.
- 5. A major subduction zone earthquake may also generate a large tsunami, impacting the state's Pacific Coast, as well as, avalanches and landslides in the Cascade and Olympic Mountains resulting in large, multi-jurisdictional SAR operations in these regions as well.

B. Planning Assumptions

- 1. SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continue to grow.

2. The widely differing terrain and climatic conditions in the state mandate a locally based SAR first response system.
3. Natural and technological disasters will greatly increase the scope of SAR operations.
4. A major earthquake in the Puget Sound area will result in major multi-jurisdictional SAR operations.

IV. CONCEPT OF OPERATIONS

A. General

1. Land SAR operations are primarily initiated, coordinated, and directed by local jurisdictions in accordance with state and local jurisdiction plans using local resources registered in accordance with Chapter 118-04 WAC. Requests for additional resources including special skills, expertise, or equipment are coordinated by the state EMD. Multi-jurisdictional SAR operations may be coordinated by the state EMD, when requested.
2. Air SAR for missing or downed civil aircraft is the responsibility of WSDOT Aviation Division.
3. The Underground (Mine) Rescue Plan covers aspects of underground rescue including caves, active mines, abandoned mines, and underground works. The Plan is maintained by the state EMD SAR Coordinator.
4. If a catastrophic event results in major multi-jurisdictional SAR operations, the state Rescue Coordination Center (RCC) may be activated to provide coordination and support for the extensive in-state, state, out-of-state, federal and international SAR resources required by the magnitude of the disaster.
5. Communications with the state Emergency Operations Center (EOC) from the incident command post, the RCC, and/or from the local jurisdictions EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems, and by resources provided by the WNG, federal military organizations, and/or FEMA, as appropriate.

B. Organization

1. Local Jurisdictions

Local chief law enforcement officers are responsible for SAR operations within their jurisdictions. Local directors of emergency management coordinate direct support to SAR operations in their political subdivisions and register volunteers. Local programs also provide training and education for volunteer SAR units, as well as, for the organization and deployment of SAR resources.

2. Volunteer Organizations

SAR volunteer units with varying capabilities are organized under local jurisdiction authority. Volunteers, otherwise known as emergency workers, are registered at the local jurisdiction in accordance with Chapter 38.52 RCW and Chapter 118-04 WAC. They are able to respond to the spectrum of local emergencies or disasters. Through coordination by the state EMD, volunteers can also provide support to local jurisdictions statewide, as well as, neighboring states or provinces when provided for by Mutual Aid Agreements. Volunteers specific to the air SAR mission are registered by WSDOT, Aviation Division under Chapter 47.68 RCW and Chapter 468-200 WAC.

3. State Organizations

- a. The state EMD appoints a state coordinator of SAR operations, maintains a 24-hour capability to respond to requests for assistance from local jurisdictions, and will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The state SAR Coordinator may be deployed to the scene to provide this coordination. Multi-jurisdictional SAR operations may be coordinated by the state EMD, when requested. Major multi-jurisdictional SAR operations, such as may result from a natural or technological disaster, may require the activation of the state RCC.
- b. WSDOT, Aviation Division maintains a response capability to conduct air SAR for missing or downed civil aircraft as mandated by Chapter 47.68 RCW. The WSDOT Aviation Division Incident Commander exercises command over all aircraft and aircrew personnel participating in the mission. The state SAR Coordinator may be deployed to the scene to provide for coordination of land SAR resources or for other assistance, as may be required.

4. Federal Organizations

- a. The U.S. Air Force directs inland SAR operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, and aircraft of international origin. The U.S. Air Force also coordinates federal military assistance for local and state SAR operations through the Air Force Rescue Coordination Center (AFRCC).
- b. The U.S. Coast Guard directs maritime SAR operations on or above navigable waters or off the Pacific shores and may assist with inland SAR operations. Within the state of Washington this occurs through the Seattle Rescue Coordination Center (RCC), 13th Coast Guard District Command Center.
- c. The National Park Service directs SAR operations on the lands under its exclusive jurisdiction unless by agreement this is

delegated to or shared with another responsible agency such as local jurisdiction law enforcement.

- d. At the request of the appropriate federal agency, the state SAR Coordinator may be deployed to the scene to provide for the coordination of state resources.
- e. The FRP ESF 9 provides for the establishment of a National US&R Response System with FEMA as the lead agency. There are 25 Task Forces within the system capable of responding anywhere in the nation. One task force, the Puget Sound US&R is located in Washington State. US&R Task Forces may begin arriving in the state within twelve hours of an event.

C. Procedures

1. Land SAR

- a. The state EMD, when notified of a SAR mission by an authorized official, will issue a state mission number. The issuance of this mission number authorizes the employment of volunteers under the provisions and protection of Chapter 38.52 RCW.

The state EMD will issue a mission number to an authorized official in response to a downed or missing aircraft for land SAR operations associated with that mission and will coordinate this with WSDOT Aviation Division. The Aviation Division Incident Commander may obtain the mission number on behalf of local agencies involved in order to facilitate response.

- b. The state EMD, upon receiving a request for assistance from an authorized official, will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The state SAR Coordinator may be deployed to the scene to provide this coordination.
- c. Multi-jurisdictional SAR operations may be coordinated by the state EMD, when requested. Major multi-jurisdictional SAR operations such as may result from a natural or technological disaster may require the activation of the state RCC. The state RCC may either be collocated with the state EOC or at a location in proximity to the incident site. The director of the state RCC is the state SAR Coordinator.

The WNG and other state agencies as required provide personnel and equipment to staff and operate the state RCC. Requests for assistance from the jurisdictions affected by the disaster will be received, processed, and prioritized. The RCC will coordinate the reception, staging, preparation for employment, and deployment to the scene of in-state, state, out-of-state, federal, and international

SAR resources responding to the disaster. The RCC will serve as the state's interface with ESF 9 when the FRP is implemented.

- d. The WNG establishes a US&R Joint Task Force (JTF) to conduct light US&R operations and to provide support to state and local US&R resources. The FRP ESF 9 provides for the establishment of a U.S. Department of Defense JTF to support federal US&R efforts. However, federal US&R Task Forces may begin arriving in the state within twelve hours of an event; the Department of Defense (DOD) JTF may not be in place to provide support. The WNG must, therefore, be prepared to undertake this JTF mission initially.

2. Air SAR

- a. Air SAR for missing or downed civil aviation aircraft is the responsibility of WSDOT Aviation Division (Chapter 47.68 RCW).
- b. WSDOT Aviation Division may receive an alert notice (ALNOT) of overdue aircraft from the Federal Aviation Administration and/or be notified of an activated Emergency Locator Transmitter (ELT) from the AFRCC or other sources.
- c. The WSDOT Aviation Division Incident Commander exercises command over all aircraft and air crew personnel participating in the air SAR mission.
- d. Upon location of the downed aircraft, the incident becomes a land SAR operation under the direction and control of the chief law enforcement officer in whose jurisdiction the incident site is located. The WSDOT Aviation Incident Commander provides support as available and assumes responsibility for the crash site for investigatory purposes.
- e. The WSDOT Aviation Incident Commander may notify the state EMD and obtain a mission number on behalf of participating local law enforcement agencies for coverage of volunteers involved in related land SAR operations. The state SAR Coordinator may be deployed to the scene to provide for coordination of these resources, or for other assistance, as may be required.

3. Underground (Mine) SAR

A separate plan, along with the state EOC, Duty Officer procedures is maintained by the state EMD SAR Coordinator. The state EOC Duty Officers use the procedures in responding to a local jurisdiction's request for SAR resources in the event of an underground rescue incident.

D. Mitigation Activities

1. Joint Primary Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Reviews proposed SAR legislation to assure it is supportive of the state's emergency management mission.
- (2) Supports preventive SAR programs.

b. Washington State Department of Transportation

- (1) Develops and provides training and education in aviation safety and aircrew survival.
- (2) Reviews proposed SAR legislation, as it applies to the use and control of aircraft, to assure it is supportive of the state's EMD mission.

2. Support Agencies

Washington State Departments of Ecology, Fish and Wildlife, General Administration, Health, Natural Resources, Parks and Recreation Commission, Washington State Patrol, American Red Cross, Federal Emergency Management Agency, U.S. Department of Defense, and the U.S. Department of Transportation

Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.

3. Local Jurisdictions and Volunteer Organizations

Develop and present preventive SAR programs through public awareness and school education programs.

E. Preparedness Activities

1. Joint Primary Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Appoints a state coordinator of SAR operations.
- (2) Establishes systems to coordinate requests for in-state, state, out-of-state, federal, and international SAR resources.

- (3) Supports law enforcement personnel and volunteer organizations and individuals with SAR related training.
- (4) Assists local jurisdictions in the organization of SAR units.
- (5) Coordinates and maintains liaison with local SAR Coordinators, local departments of emergency management, WSDOT Aviation Division, WNG, the SAR organizations of neighboring states and provinces, the federal military organizations of the United States and Canada, and FRP ESF 9.
- (6) Plans for and prepares to activate the state RCC.

b. Washington State Department of Transportation

- (1) Establishes systems to direct and control air SAR operations for downed or missing civil aircraft.
- (2) Plans for and prepares to provide for staff representation to the state RCC.
- (3) Plans for and prepares to provide air resource support for land SAR operations.
- (4) Publishes and is prepared to implement the State and Regional Disaster Airlift (SARDA) Plan.

2. Support Agencies

a. Washington State Departments of Ecology, Fish and Wildlife, General Administration, Health, Natural Resources, Parks and Recreation Commission, Washington State Patrol, American Red Cross, Federal Emergency Management Agency, U.S. Department of Defense, and the U.S. Department of Transportation

Prepare to provide support to the state SAR and Air SAR programs with available resources, when requested.

b. Washington State Military Department, National Guard

Plans for and prepares to establish an US&R JTF to conduct light US&R operations, to provide support to state and local US&R resources, and to coordinate support for federal US&R resources until such time as the federal DOD JTF can be established.

F. Response Activities

1. Joint Primary Agencies

a. Washington State Military Department

- (1) Coordinates requests for in-state, state, out-of-state, federal, and international SAR resources.
- (2) Provides personnel and equipment to establish the state RCC.
- (3) Activates the state RCC and provides the state SAR Coordinator to be the RCC Director.
- (4) Provides resources for SAR operations, when available.

c. Washington State Department of Transportation

- (1) Directs and controls air SAR operations for downed or missing civil aircraft.
- (2) Provides staff representation to the state RCC.
- (3) Provides air resources, when available, for land SAR operations.
- (4) Implements the SARDA Plan in accordance with established WSDOT procedures.

2. Support Agencies

a. Washington State Departments of Corrections, Ecology, Fish and Wildlife, General Administration, Health, Natural Resources, Washington State Patrol, Parks and Recreation Commission, American Red Cross, Federal Emergency Management Agency, U.S. Department of Defense, and the U.S. Department of Transportation

Support SAR operations with available resources, when requested.

b. Military Department, National Guard

- (1) Establishes a US&R JTF to conduct light US&R operations, to provide support to state and local US&R resources, and to coordinate support for federal US&R resources until such time as the federal DOD JTF can be established.
- (2) Provides resources for SAR operations, when available.

- (3) Provides personnel and equipment to establish the state RCC.

G. Recovery Activities

1. Joint Primary Agencies

a. Washington State Military Department

Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

b. Washington State Department of Transportation

Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

2. Support Agencies

a. Washington State Departments of Ecology, Fish and Wildlife, General Administration, Health, Natural Resources, Washington State Patrol, Parks and Recreation Commission, American Red Cross, Federal Emergency Management Agency, U.S. Department of Defense, and the U.S. Department of Transportation

Assist in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

b. Washington State Military Department, National Guard

Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

V. RESPONSIBILITIES

A. Joint Primary Agencies

1. Washington State Military Department

- a. Appoints a state coordinator of SAR operations.
- b. Maintains a 24-hour coordination and warning system.
- c. Provides protection and reimbursement for SAR volunteers statewide.

- d. Coordinates resource requests for local jurisdictions involved in SAR operations.
- e. Coordinates multi-jurisdictional SAR operations, when requested.

2. Washington State Department of Transportation, Aviation Division

- a. Directs air SAR operations for downed or missing civil aircraft.
- b. Supports local law enforcement agencies during the land SAR portion of the mission.
- c. Provides support to local law enforcement agencies during land SAR operations by providing aircraft and air operations support.

B. Support Agencies

1. Washington State Departments of Ecology, Fish and Wildlife, General Administration, Health, Natural Resources, Washington State Patrol, Parks and Recreation Commission, and the American Red Cross

Provide appropriate support to the state SAR and air SAR programs.

2. Washington State Military Department, National Guard

Establishes a US&R JTF to conduct light US&R operations, to provide support to state and local US&R resources, and to coordinate support for federal US&R resources until such time as the federal DOD JTF can be established.

3. U.S. Department of Defense

a. Fifth U.S. Army

Coordinates federal military resources in support of SAR operations under a state Declaration of Emergency or a major Disaster Declaration by the President.

b. Air Force Rescue Coordination Center

Coordinates federal resources providing SAR assistance to local and state officials in accordance with the National SAR Plan.

4. U.S. Department of Transportation, Coast Guard Seattle Regional Rescue Coordination Center

Coordinates U.S. Coast Guard resources providing SAR assistance to local jurisdiction and state officials in accordance with the National SAR Plan.

5. Federal Emergency Management Agency

Coordinates with federal agencies to perform US&R operations in accordance with the FRP.

VI. RESOURCE REQUIREMENTS

- A. The state EMD and the WSDOT will provide the required personnel, facilities, and equipment in support of their respective SAR missions. Other state agencies will support SAR operations with available resources, when requested.
- B. The local jurisdiction law enforcement and emergency management organizations will provide the required personnel, facilities, and equipment in support of their respective SAR missions. Other local jurisdiction agencies will provide support to SAR operations with available resources.
- C. SAR volunteers are organized and trained at the local jurisdiction level. Personal clothing and equipment and unit equipment is provided by the individual and/or the volunteer organization. Compensation for lost or damaged personal and unit equipment and reimbursement for medical and extraordinary expenses is available through the state EMD in accordance with Chapter 38.52 RCW and Chapter 118-04 WAC.
- D. Federal agencies will support SAR operations with available resources when requested and as coordinated by U.S. Department of Defense and/or U.S. Department of Transportation organizations.

VII. REFERENCES

- A. Chapter 38.52 RCW.
- B. Chapter 47.68 RCW.
- C. Chapter 118-04 WAC.
- D. Chapter 468-200 WAC.
- E. Federal Response Plan, ESF 9.
- F. Incident Command System, ICS Operational System description (ICS-120-1), National Interagency Incident Management System.
- G. National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).
- H. Underground (Mine) Rescue Plan, State of Washington, Emergency Management Division, 1985.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

- PRIMARY AGENCIES:** Washington State Department of Ecology
Washington State Patrol
- SUPPORT AGENCIES:** Washington State Department of Agriculture
Washington State Office of the Attorney General
Washington State Department of Community, Trade and
Economic Development
Washington State Energy Facility Site Evaluation Council
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State Department of Labor and Industries
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Department of Transportation
Environmental Protection Agency
Federal Emergency Management Agency
U.S. Department of Transportation, Coast Guard

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures or call 1-206-682-5327. The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This however, does not preclude invoking other applicable Emergency Support Functions (ESFs) in support of the Radiation Emergency Response Plan and Procedures.

I. INTRODUCTION

A. Purpose

To designate state agency responsibilities for managing emergent hazardous material incidents, oil spills, and other unanticipated releases. To also identify local jurisdiction, state agency, and federal responsibilities for hazardous materials in order to minimize exposure and/or damage to human health and safety or to the environment caused by the actual or threatened release of hazardous materials, oil spills, and other releases.

B. Scope

This ESF augments the hazardous materials, oil spills or releases, emergency planning, training, and community right-to-know programs currently existing within the state. Appendix 1, Local, Federal Government, and Private Agency Resource List, supplements ESF 10 resource information.

II. POLICIES

- A. Federal and state regulations require the state to establish a State Emergency Response Commission (SERC), a sub-committee of the Emergency Management Council, to identify local jurisdiction emergency planning districts, and to form Local Emergency Planning Committees (LEPCs). The LEPCs are required to develop Comprehensive Hazardous Materials Response Plans. The plans are to be developed in coordination with private sector firms, volunteer groups, community awareness and emergency response planning groups, and other response organizations.
- B. State regulations require that certain employers develop Emergency Response Plans. Planning requirements may include coordination with outside agencies, recognition procedures, safe distances and places of refuge, site security and control procedures, evacuation routes and procedures, and lists of required personal protective equipment.
- C. Chapter 296-62 WAC, General Occupational Health Standards.
- D. WAC 296-62-410, Emergency Response to Hazardous Substance Release.
- E. See VII, References, for additional references to state and federal statutes and regulations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Hazardous materials or oil spill incidents can occur anywhere and at anytime throughout the state. The volume and distribution of hazardous materials in a community determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.

Oil spills and hazardous materials incidents have different characteristics:

1. The predominant threat presented by oil spills is of damage to the environment. Major oil spills often occur in the marine waters, major rivers, and as result of rail and tanker truck accidents. While oil spills can be in large terms of volume of product released environmental damage, they often present a lessor degree of risk to public health and safety.
2. The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

3. The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health and other agencies. While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health and the environment that will require further redemption.

B. Planning Assumptions

1. A hazardous material incident may develop slowly or occur without warning.
2. Actual or threatened releases of hazardous materials, oil spills, and other releases, often require immediate response.
3. Most hazardous material incidents are minor in scope and can be handled by trained local jurisdiction responders.
4. The number and severity of major incidents can be minimized by prevention programs.

IV. CONCEPT OF OPERATIONS

A. General

1. Joint Primary Agency Roles

a. Washington State Department of Ecology

- (1) The state Department of Ecology (Ecology) has overall responsibility for 24-hour environmental pollution prevention, preparedness and response within the state of Washington.
- (2) Ecology acts as the pre-designated state incident agency for incidents that occur on marine and fresh waters, and, for inland spills where the Washington State Patrol (WSP) or local On-Scene Coordinator (OSC) has curtailed emergency response operations. In these instances, state Ecology provides the state OSC to continue management of the response action.
- (3) Ecology will act as the lead agency for spill containment, clean up, and natural resources damage assessment activities. Refer to the 1996 Northwest Area Contingency Plan (NWACP), for more information on spill preparedness and response. The NWACP is a joint agreement between

the U.S. Coast Guard, U.S. Environmental Protection Agency (EPA), and the states of Oregon, Idaho, and Washington.

b. Washington State Patrol

- (1) The Washington State Patrol (WSP) is the designated state Incident Command agency for incidents of interstate and state highways, and in other jurisdictions as delegated by local jurisdictions. The WSP is the state On-Scene Incident Commander (IC) that oversees these response operations.
 - (2) When an incident occurs on a highway or in designated jurisdictions, the WSP will establish a unified command system with fire departments, emergency medical services, and other state and federal agencies.
2. The responsible party has ultimate accountability for assuring effective abatement of the release or threatened release of oil or hazardous materials (WAC 4-24-314) to include clean up costs and reimbursement. During these incidents, local jurisdictions are responsible for overseeing the protection of public health and safety, and the environment.
 3. The Incident Command System (ICS) will be used when responding to oil and hazardous material spills. A Unified Command (UC) will be used when the response to the incident is multi-jurisdictional. Significant incidents will be managed from a command post established by the ICS. Major oil spills will be co-managed in a Unified Command by the state DOE, responsible party, federal response organization (either the Coast Guard or EPA), local government and tribes.
 4. The state Emergency Operations Center (EOC) will provide important support functions including notification and other functions, as requested, by the state OSC or IC.

B. Organization

1. Joint Primary Agencies

a. Washington State Department of Ecology

The responsibility for coordinating ESF 10 is with the state Department of Ecology's Central Programs Spill Prevention and Policy, and Spill Operations Sections.

b. Washington State Patrol

The WSP will coordinate on-scene activities.

2. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; Energy Facility Site Evaluation Council (EFSEC), Fish and Wildlife, Health, Labor and Industries, Military Department, Natural Resources, Transportation, Office of the Attorney General, and the Parks and Recreation Commission

Responsibilities are outlined in the following pages of this ESF, for agency potential involvement in hazardous material and oil spill incidents.

3. Local Agencies, Federal Government, and Private Support Agencies

Responsibilities are outlined in Appendix 1, for their potential involvement in hazardous material and oil spill incidents.

C. Procedures

1. Joint Primary Agencies

a. Washington State Department of Ecology

(1) See Northwest Area Contingency Plan.

(2) See Ecology Spill Response Operations Manual.

b. Washington State Patrol

The WSP will respond to hazardous materials incidents in accordance with state and federal regulations and agency plans.

D. Mitigation Activities

1. Joint Primary Agencies

a. Washington State Department of Ecology

Provides 24-hour response capability from four regional offices, and the capability to coordinate closely with local, state, and federal officials and bring specialized response contractors. See references under IV, Concept of Operations, Section C, Procedures.

b. Washington State Patrol

(1) Conducts safety inspections on vehicles transporting hazardous materials/waste and enforce state and federal transportation regulations, Chapter 46.48. RCW.

(2) Provides technical assistance to shippers and carriers.

- (3) Investigates all accidents involving hazardous materials to determine cause.
- (4) Adopt Title 49 Code of Federal Regulations (CFR) Parts 100-185 pertaining to transportation of hazardous materials and makes rules and regulations pertaining to transportation of hazardous materials in the state of Washington.
- (5) Through investigations of collisions involving the transportation of hazardous materials, the WSP will assist in identifying responsible parties for cost recovery actions.

2. Support Agencies

a. Washington State Department of Labor and Industries

Conducts inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.

b. Washington State Department of Natural Resources

Manages state-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.

c. Washington State Parks and Recreation Commission

Manages biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.

3. All Supporting Agencies

Share their internal plans, standard operating procedures, and checklists detailing disposition of their resources with the other supporting agencies to ESF 10.

E. Preparedness Activities

1. Joint Primary Agencies

a. Washington State Department of Ecology

- (1) Reviews roles representative of state Ecology identified in the document listed in section IV, Concept of Operations, Section C, Procedures.
- (2) Reviews tank vessel spill prevention plans.
- (3) Maintains 24-hour response procedures as provided in the state Ecology's Spill Response Operations Manual.

- (4) Trains staff in the conduct of 24-hour response procedures.
- (5) Conducts exercises to evaluate the 24-hour response procedures.
- (6) Coordinates Natural Resource Damage Assessment (NRDA) activities for the state.

b. Washington State Patrol

- (1) Develops guidance and emergency procedures.
- (2) Develops and conducts hazardous materials exercises.
- (3) Provides liaisons in the state EOC.
- (4) Develops and conducts hazardous materials training for all levels of local and state emergency responders.
- (5) Participates in other local, state, and federal hazardous materials exercises.
- (6) Equips Regional Communications Center with Computer Aided Management for Emergency Operations (CAMEO) computer software.
- (7) Participates on the state Emergency Management Council and the SERC, a sub-committee of the Emergency Management Council, to address hazardous material issues.

2. Support Agencies

a. Washington State Department of Agriculture

- (1) Develops procedures for conducting laboratory tests of spills involving pesticides.
- (2) Develops food product testing procedures.

b. Washington State Office of the Attorney General

Identifies staff for providing legal support for ESF 10.

c. Washington State Department of Community, Trade and Economic Development

- (1) Develops a listing of archeologists capable of certifying the historical or archeological significance of a designated area or site.

- (2) Develops procedures to protect the state's significant archaeological and cultural resources.

d. Energy Facility Site Evaluation Council

- (1) Develops procedures for conducting emergency activities at facilities sited at Energy Northwest's Columbia Generating Station on the Hanford Site.
- (2) Participates in drills and exercises to evaluate these procedures.

e. Washington State Department of Fish and Wildlife

- (1) Develops procedures for establishing, chairing, and conducting Washington Wildlife Rescue Coalition activities.
- (2) Establishes procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.
- (3) Assists Ecology in developing the priorities for containment booming high value resources.
- (4) Develops cleanup methods and standards consistent with fish and wildlife habitat, hatcheries, and related facilities.
- (5) Develops damage assessment and environmental investigation procedures.

f. Washington State Department of Health

Develops procedures and criteria to close an incident site for health and safety reasons.

g. Washington State Department of Labor and Industries

- (1) Evaluates facility emergency response plans.
- (2) Evaluates first responders for adequacy of training programs.
- (3) Assists the public and private sector in coordinating plans and procedures that meet Washington Industrial Safety and Health Administration (WISHA) regulations.
- (4) Assists in and evaluates the development of safety and health programs.

h. Washington State Military Department, Emergency Management Division

- (1) Coordinates and maintains the *Washington State Comprehensive Emergency Management Plan* (CEMP).
- (2) Maintains a 24-hour notification capability.
- (3) Provides communications links to state agencies and local jurisdictions to the state Emergency Operations Center (EOC).
- (4) Coordinates and updates notification lists of local jurisdiction, state agency, and federal emergency managers.
- (5) Coordinates and participates in drills and exercises.

i. Washington State Military Department, National Guard

- (1) Participates in oil spill drills, and other training.
- (2) Provides a Public Affairs Officer (PAO) to the Joint Information Center (JIC) for drills and exercises.

j. Washington State Department of Transportation

Develops procedures for the conduct of non-hazardous materials clean-up activities on state and interstate highways.

F. Response Activities

1. Joint Primary Agencies

a. Washington State Department of Ecology

- (1) Acts as the state OSC for state oil and hazardous material spills, except on the highways or where the local jurisdiction or WSP is designated IC.
- (2) Provides 24-hour response to hazardous material, oil spill, or other release incidents.
- (3) Makes emergency notifications.
- (4) Determines the source and course of the incident.
- (5) Identifies the responsible party for a hazardous material, oil spill, or release incident.

- (6) Assumes responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
- (7) Sets clean-up standards for the state. Ensures that source control, containment, cleanup, and disposal are accomplished.
- (8) Assists in monitoring and ensuring the safety of first responders and other personnel.
- (9) Initiates enforcement actions, as appropriate.
- (10) Coordinates spill response with other state and federal agencies, and local jurisdictions using UC and the ICS.
- (11) Establishes a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- (12) Activates and coordinates the activities of the Natural Resource Damage Assessment (NRDA) team.
- (13) Participates in the activities of the Washington Wildlife Rescue Coalition.
- (14) Notifies the appropriate resource trustee agency of injury to fish, shellfish, habitat, or other wildlife.
- (15) Makes on-site inspections to hazardous materials, oil spill or other releases
- (16) Provides maritime expertise and advice to the state OSC.

b. Washington State Patrol

- (1) Provides 24-hour response to hazardous materials, oil spill or other releases.
- (2) Assumes the role of IC or on state and interstate highways, and in certain local jurisdictions (RCW 70.136.030).
- (3) Assists local jurisdictions with law enforcement and evacuations.
- (4) Assists local jurisdictions with ICS functions, when requested.
- (5) Coordinates and maintains liaison with other state agencies involved with an incident.
- (6) Assists in receiving and disseminating warning information.

- (7) Provides communications and technical support to the incident.
- (8) Provides radiological monitoring.
- (9) Provides aerial reconnaissance of impacted area.
- (10) Coordinates fire resources when emergency mobilization is authorized for a hazardous materials incident.
- (11) Provides 24 hour statewide communications support in coordination with ESF 2.

2. Support Agencies

a. Washington State Department of Agriculture

- (1) Conducts laboratory tests for pesticides.
- (2) Conducts food product testing.
- (3) Provides technical assistance in support of ESF 10.

b. Washington State Office of the Attorney General

Provides legal staff assistance in support of ESF 10, as requested.

c. Washington State Department of Community, Trade and Economic Development

- (1) Provides the names and phone numbers of certified archeologists, when requested.
- (2) Implements procedures to protect the state's significant archeological and cultural resources threatened by an incident, as requested.

d. Energy Facility Site Evaluation Council (EFSEC)

The Energy Facility Site Evaluation Council (EFSEC) coordinates specific Columbia Generating Station response duties as set out in the *Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan*.

e. Washington State Department of Fish and Wildlife

- (1) Coordinates the activities of the Washington Wildlife Rescue Coalition. Rescues and rehabilitates injured or endangered wildlife.

- (2) Assists in cleanup methods consistent with fish and wildlife habitat.
- (3) Assists with specifications, identifying, and prioritizing high value resources for boom protection, etc.
- (4) Assists in initial reconnaissance of damage assessment efforts.

f. Washington State Department of Health

- (1) Closes an incident site for human health or safety reasons, as requested.
- (2) Provides health laboratory support and services to the State OSC or IC.
- (3) Provides support as set out in the *Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan*, with changes.

g. Washington State Labor and Industries

- (1) Evaluates:
 - (a) Site characterization.
 - (b) Site control.
 - (c) Medical surveillance.
 - (d) Decontamination procedures.
 - (e) Emergency response procedures.
 - (f) Personnel protective equipment usage.
- (2) Provides technical assistance to the state OSC, IC or responsible party, regarding decisions relative to human safety.

h. Washington State Military Department, Emergency Management Division

- (1) Activates the state EOC, when required.
- (2) Coordinates state agency response activities within the state EOC, including procurement of state resources, as requested.
- (3) Maintains capabilities to make 24-hour notifications to local, state, and federal response agencies.

(4) Provides public information officer support to JICs or Incident Command Posts.

(5) Provides communication links on an ongoing basis.

i. Washington State Military Department, National Guard

Provides personnel and equipment, as requested in emergencies or disasters.

j. Washington State Department of Transportation

Provides traffic control, equipment, and personnel for non-hazardous materials clean up on state and interstate highways, as required.

G. Recovery Activities

1. Joint Primary Agencies

a. Washington State Department of Ecology

(1) Reviews response procedures following an incident.

(2) Coordinates the preparation of an after-action report where appropriate for oil and hazardous materials incidents when Ecology is the Incident Command agency.

(3) Recommends and oversees long-term remedial actions.

(4) Follows-up on enforcement actions.

b. Washington State Washington State Patrol

(1) Participates in critiques, debriefings, and post-incident activities.

(2) Develops strategies for area security, access control point systems, resolution of major traffic problems, and resolution of problems impacting highway traffic.

(3) Supports the needs of local law enforcement in affected areas.

(4) Assists in the recovery activities of other local and state agencies.

2. Support Agencies

a. Washington State Office of the Attorney General

Provides legal staff assistance in cost recovery or legal injunctions, etc., as requested.

b. Energy Facility Site Evaluation Council

EFSEC conducts specific Columbia Generating Station recovery duties.

c. Washington State Department of Fish and Wildlife

(1) Conducts resource damage assessments.

(2) Conducts environmental investigations.

(3) Pursues appropriate means to achieve restoration of resources injured by the incident.

d. Washington State Department of Natural Resources

Conducts resource damage assessments to state-owned aquatic lands and associated habitats injured by incident.

e. Washington State Parks and Recreation Commission

Conducts resource damage assessments for state-owned resources injured by incident.

V. RESPONSIBILITIES

A. Joint Primary Agencies

Washington State Department of Ecology and Washington State Patrol

Coordinates the response to hazardous materials incidents, oil spills or releases, and identifies local jurisdiction, state agency, and federal responsibilities for the management of ESF 10.

B. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; EFSEC, Fish and Wildlife, Health, Labor and Industries, Military Department, Natural Resources, Transportation, Office of the Attorney General and the Parks and Recreation Commission

Support the Joint Primary Agencies in the accomplishment of ESF 10, as requested.

VI. RESOURCE REQUIREMENTS

A. Resource Development

Specialized equipment and supplies are often necessary to effectively respond to oil and hazardous materials incidents. Equipment and supplies should be appropriate to the anticipated needs and application.

B. Training

Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills. Federal and state agencies, and local jurisdictions are responsible for providing training appropriate to the hazardous materials incident response and incident management missions. Section VII, References, P., is important to the training of local jurisdictions, state agencies, and first responders.

VII. REFERENCES

- A.** 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
- B.** 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.
- C.** 40 CFR Part 355, Emergency Planning and Notification.
- D.** RCW 4.24.480, Civil immunity for members of the State Emergency Response Commission, Local Emergency Planning Committees and their members.
- E.** Chapter 24.310 RCW, Transporters responsibility for cleanup of spills.
- F.** Chapter 38.52 RCW, Emergency Management, Radioactive and Hazardous Waste Program Coordinator.
- G.** Chapter 49.70 RCW, Worker and Community Right-to-Know.
- H.** Chapter 70.136 RCW, Hazardous Materials Incident.
- I.** RCW 70.136.030 Incident Command Agencies Designation.
- J.** Chapter 90.48 RCW, Water Pollution.
- K.** Chapter 90.56 RCW, Oil and Hazardous Substance Spill Prevention and Response Act.
- L.** Chapter 118-040 WAC, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
- M.** Chapter 173-180D WAC, Facility Oil Spill Prevention Plan.

- N.** Chapter 173-181 WAC, Facility Contingency Plan and Response Contractor Standards.
- O.** Chapter 296-62 WAC, General Occupational Health Standards.
- P.** Northwest Area Contingency Plan, 1996.
- Q.** Department of Ecology, Spill Response Operations Manual.
- R.** Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, 1997.

VIII. DEFINITIONS AND ACRONYMS

- A.** Hazardous Materials - In summary, any substance or combination of substances which, because of quantity, concentration, physical, chemical, or infectious characteristics, may cause and/or pose a substantial present or potential hazard to people, property, or the environment.
- B.** Unified Command - A version of the Incident Command System (ICS) whose decisions are made with the joint input of several agencies and the responsible party.

IX. APPENDIX

Appendix 1 - Local, Federal Government, and Private Agency Resource List.

APPENDIX 1

LOCAL, FEDERAL GOVERNMENT, AND PRIVATE AGENCY RESOURCE LIST

PRIMARY AGENCIES: Washington State Department of Ecology
Washington State Patrol

SUPPORT AGENCIES: Local Jurisdictions
Federal Government Agencies
Private Agencies
Volunteer Organizations

I. INTRODUCTION

A. Purpose

To provide a general overview and resource list of local, federal government, and private agency response capabilities to a hazardous material, oil spill or release incident.

1. Local Jurisdictions

Local agencies involved in hazardous material incidents may include:

a. Fire Departments

Generally this is a primary local response agency. Many are designated as Incident Command Agencies per Chapter 70.136 RCW. As capabilities differ, this may range from fully equipped Hazardous Material (HAZMAT) teams that do most response actions, to lesser capability where fire command personnel provide incident management.

b. Law Enforcement

Responsible for crowd control, site scene security, and local evacuations.

c. Emergency Management

May be involved with planning, training, and assisting with interagency coordination. During incidents, may activate the local Emergency Operations Center (EOC) to support on-scene operations, make notifications, and respond to requests for resources and other assistance. May be involved with the Local Emergency Planning Committee (LEPC) under SARA, Title III.

d. Public Works

May provide resources such as heavy equipment, sand, sandbags, barricades, etc., at the request of the on-scene agencies. Public works has the capability to control sewer, water and storm sewer lines, and associated pump stations.

e. Health Department

May deal with such issues as personnel protection, public health, environmental impacts, and identification of unknown products. May declare public health emergencies and make public health advisories. May also assist the Incident or Unified Command with information on disposal techniques or selection of disposal contractors.

f. Other

There may be other local government agencies, and private sector firms that may have some responsibility or capability in support of emergency response.

2. Federal Government**a. Primary Support Agencies****(1) U.S. Environmental Protection Agency**

The Environmental Protection Agency (EPA) ensures that timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including substantial threats of discharges and releases to inland zones, (except hazardous materials incidents at U.S. Department of Defense (DOD) or U.S. Department of Energy (USDOE) vessels or facilities). Provides cleanup funding when incident exceeds state and local resources.

(2) Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) provides advice and assistance to the On-Scene Coordinator (OSC) on coordinating civil emergency planning and mitigation efforts to other federal agencies, state, and local governments, and the private sector. FEMA provides extensive rapid deployment mobile communications capabilities for use on a not-to-interfere basis with other emergency situations. In the event of a disaster declaration or emergency determination by the President, FEMA will coordinate all federal disaster or emergency action with the federal OSC.

(3) **U.S. Department of Transportation**

The U.S. Department of Transportation (USDOT) has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. An agency within the USDOT with hazardous materials responsibilities include:

(4) **U.S. Coast Guard**

The U.S. Coast Guard (USCG) ensures that timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including threats of substantial discharges and releases into coastal zones, (except hazardous material incidents at DOD or USDOE vessels or facilities) including monitoring removal actions which are being conducted by the responsible party. Provides clean up funding.

b. Support Agencies

(1) **U.S. Department of Agriculture**

The U.S. Department of Agriculture (USDA) has scientific and technical capability to measure, evaluate, and monitor, either on the ground or by use of aircraft, situations where natural resources including soil, water, wildlife, and vegetation have been impacted by hazardous substances and other natural or technological (human-caused) emergencies.

(2) **U.S. Department of Commerce**

Through the National Oceanic and Atmospheric Administration (NOAA), the Department of Commerce provides scientific support for response and contingency planning in coastal and marine areas. This includes assessments of the hazards that may be involved, predictions of movement, dispersion through trajectory modeling, and information on the sensitivity of environments.

(3) **U.S. Department of Defense**

The U.S. Department of Defense (DOD) has responsibility to take all action necessary with respect to releases where the release is on, or the sole source of the release is from, any facility or vessel under DOD jurisdiction, custody, or control.

(4) **U.S. Department of Energy**

The U.S. Department of Energy (USDOE) has the responsibility and capability to provide assistance in incidents involving radioactive materials (including special nuclear materials). The USDOE provides assistance to state and local agencies in accordance with the inter-agency Radiological Assistance Plan. The USDOE provides assistance in identifying the source and extent of radioactive contamination, and in the removal and disposal of radioactive discharges.

(5) **U.S. Department of Health and Human Services**

The U.S. Department of Health and Human Services (HHS) provides information and advice when chemical discharges violate or may violate public laws administered by the Food and Drug Administration (FDA). The HHS makes determinations that illness, disease, or complaints thereof may be attributable to exposure to a hazardous substance, pollutant, or contaminant. The HHS provides expert advice and assistance on actual or potential discharges or releases that pose a threat to public safety and health.

(6) **U.S. Department of the Interior**

The U.S. Department of the Interior (DOI) provides assistance in investigations to evaluate the magnitude and severity of discharges on or affecting lands under their bureaus' jurisdiction and in documentation of damage to natural resources for which they have trustee responsibilities. Other DOI bureaus with hazardous materials responsibilities include:

(a) **U.S. Fish and Wildlife Service**

The U.S. Fish and Wildlife Service (USFWS) provides advice on migratory birds, anadromous fish, and endangered and threatened species. The USFWS also coordinates with the state Department of Fish and Wildlife in establishing bird and marine mammal collecting, cleaning, and recovery centers.

(b) **U.S. Geological Survey**

The U.S. Geological Survey (USGS) may provide expertise in geology and hydrology, sample collection and measurements.

(c) **Bureau of Reclamation**

The Bureau of Reclamation (BOR) provides information on current and predicted channel flow volumes, where watercourses are controlled by dams, locks, etc., under the management of BOR.

(d) **Bureau of Indian Affairs**

The Bureau of Indian Affairs (BIA) shall assist in obtaining access to Indian land areas as needed for response actions and shall coordinate with the incident public information officer to ensure pertinent information is made available to tribal authorities on a timely basis.

(e) **Bureau of Land Management**

The Bureau of Land Management (BLM) may provide expertise in the field of oil and gas drilling, production, handling, and transportation by pipeline.

(f) **Minerals Management Service**

The Minerals Management Service (MMS) provides expert advice and assistance on actual or potential discharges or releases that pose a threat to public health and safety from offshore oil and gas exploration, production, transportation facilities, and platforms.

(7) **U.S. Department of Justice**

The U.S. Department of Justice (DOJ) may provide expert legal advice on complicated legal questions arising from hazardous material incidents and federal agency responses. The DOJ represents the federal government, including its agencies, in litigation relating to hazardous material incidents.

(8) **U.S. Department of Labor/Occupational Safety and Health Administration**

The U.S. Department of Labor (DOL)/Occupational Safety and Health Administration (OSHA) provides advice and assistance to the EPA and other National Response Team/Regional Response Team agencies as well as to the OSC regarding hazards to persons engaged in hazardous materials incident response activities. Technical assistance may include review of safety plans and work practices and help with other compliance questions. OSHA may take any action deemed necessary to ensure that

employees are properly protected at the scene of hazardous materials incidents.

(9) **U.S. Department of Transportation**

The U.S. Department of Transportation (USDOT) has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. Other agencies within the USDOT with hazardous materials responsibilities include:

(a) **Research and Special Programs Administration**

The Research and Special Administration (RSPA) is the lead agency for developing hazardous materials regulations for all forms of transportation.

(b) **Office of Hazardous Materials Transportation**

The Office of Hazardous Materials Transportation (OHMT) issues regulations covering the designation and classification of hazardous materials, container specification, and requirements for testing packaging, labeling, marking, handling, shipping papers, and placards.

(c) **Federal Railroad Administration**

The Federal Railroad Administration (FRA) is responsible for enforcing the federal hazardous materials provisions for rail and inter-modal (truck trailers and containers on rail cars) forms of transportation.

(d) **Federal Aviation Administration**

The FAA carries out enforcement of hazardous materials regulations for air transportation.

(e) **Federal Highway Administration (FHA)**

The Federal Highway Administration (FHA) has the responsibility of inspecting highway shipments by interstate motor carriers and enforcing the federal hazardous materials regulations in cooperation with the states under the Motor Carrier Safety Assistance Program.

3. Private Agencies

a. Chemical Transportation Emergency Center

Chemical Transportation Emergency Center (CHEMTREC) is a 24-hour public service of the Chemical Manufacturers Association (CMA). It has the capability of providing the following:

- (1) Immediate emergency action information for spill, leaks, exposure, or fire control measures.
- (2) Precautionary information.
- (3) Assistance in identification of hazardous substances, if the manufacturer is known or shipping papers are present.
- (4) Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks.

b. Community Awareness and Emergency Response

The CMA's Community Awareness and Emergency Response (CAER) Program encourages chemical plant managers to take the initiative in cooperating with local communities to develop integrated emergency plans for responding to hazardous materials incidents.

c. National Poison Antidote Center

The National Poison Antidote Center (NPAC) is a working part of the CHEMTREC system. It provides immediate information for treatment of most known poisons. It can communicate with all major hospitals.

d. Poison Control Centers

Local poison control centers provide toxicological information concerning hazardous materials incidents.

e. Chemical Manufacturers

If known, the manufacturer of a spilled chemical provides detailed technical information (including special precautions, disposal procedures, etc.) on their products, and may provide an emergency response team, if needed.

f. Transportation Company Dispatch Centers

Carriers, including railroads, can be contacted for additional information and waybill or cargo manifest readouts. Carriers may also provide assistance with chemical and wreckage removal.

g. Underground Service Alert

The Underground Service Alert (USA) is a 24-hour service subscribed to by major public utilities that have the capability of providing the location of any underground structures that could impact the response to hazardous material incidents.

h. Chlorine Emergency Plan (CHLOREP)

A Chlorine Emergency Plan (CHLOREP) is organized by the Chlorine Institute for emergency response to chlorine emergencies.

i. Industrial Chemical Waste Removers

These organizations provide services under contract. They have the capability to clean up, haul, and decontaminate a hazardous material incident scene, as well as conduct restoration and repair of highways or other damaged property. They are a resource that should be identified during pre-incident planning.

j. Volunteers

Agency and jurisdiction specific plans should establish procedures to allow for well-organized, worthwhile, and safe use of volunteers, including compliance with appropriate health and safety regulations. These plans should provide for the direction of volunteers by the appropriate officials knowledgeable in contingency operating, and capable of providing leadership. The plans should also identify specific areas in which volunteers can be used, such as beach surveillance, logistical support, and bird and wildlife treatment.

EMERGENCY SUPPORT FUNCTION 11 FOOD AND WATER

PRIMARY AGENCY: Washington State Department of General Administration

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Health
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Social and Health Services
Washington State Superintendent of Public Instruction
Washington State Department of Transportation
U.S. Department of Agriculture
American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide food and water for mass feeding or distribution, and to provide for the transportation of the food and water to recognized relief organizations following a Proclamation of Emergency by the Governor or the Secretary, U.S. Department of Agriculture (USDA), or a Presidential Disaster Declaration.

B. Scope

This ESF is applicable to situations within the state when it will be necessary to provide feeding to large groups of people. Included in this ESF is the provision and distribution of bulk food and water to the event site. ESF 11 will closely support ESF 6, Mass Care.

II. POLICIES

- A The Department of General Administration (GA) and U.S. Department of Agriculture (USDA) will operate under existing authorities and regulations for providing food supplies to designated emergency or disaster staging areas.
- B. The priority of providing food and water will be to areas of acute need then to areas of moderate need.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster will deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.

B. Planning Assumptions

1. Requests from local jurisdictions or disaster relief organizations for the release of state controlled food supplies will be received at the state Emergency Operations Center (EOC) 72 hours after the event.
2. The following conditions will exist within the event area:
 - a. Individuals and families will be displaced from their homes and will be provided shelters by one or more volunteer organizations.
 - b. On-hand food inventories at volunteer organizations will be inadequate to support the number of individuals in the shelter.
 - c. Seventy-five percent of the water supply will be unusable requiring juices or potable water supplies to be made available.
 - d. There will be a near total disruption of energy sources. The only energy sources available will be fuel for generators and propane tanks.
 - e. Most commercial cold storage and freezer facilities in the effected area will be inoperable.
 - f. Land delivery to affected areas will be temporarily cut off requiring the use of water or air delivery.
3. Schools, institutions, and other facilities with inventories of USDA commodities, and in proximity to the event, will have sufficient supplies to feed 3,000 people for three days and provide fluids for one day.
4. Displaced persons will require transportation to shelter facilities.
5. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of the available products.
6. This ESF will encourage the use of congregate care feeding arrangements as the central location for the distribution of food supplies.

IV. CONCEPT OF OPERATIONS

A. General

1. At all times, requests for food and water, including the types, amounts, and destination locations will be processed through the state EOC.
2. After initial food and water assistance requests are received by the state EOC, the GA will coordinate efforts to obtain and transport these items.
3. During the first three days following the emergency or disaster this ESF will be supported from the state EOC. After this period of time, continuation of 24-hour operations will be reassessed by the Director, Washington State Military Department, Emergency Management Division (EMD).

B. Organization

Within GA, the Division of Transportation Services and specifically the Office of Commodity Redistribution has the responsibility to coordinate this ESF.

C. Procedures

Existing agency procedures for distributing food and water and providing transportation of these commodities will be followed.

D. Mitigation Activities

1. Primary Agency

Washington State Department of General Administration

- a. Locates disaster kits with first aid supplies and a three-day potable water supply in the Office of Commodity Redistribution facility in Fife, for staff.
- b. Develops an earthquake proofing strategy for the facility.
- c. Trains the staff on the value of educating staff and their family members about the importance of three days or more preparedness.

2. Support Agencies

Washington State Departments of Agriculture, Health, Military Department, Social and Health Services, Transportation, Superintendent of Public Instruction, U.S. Department of Agriculture, and the American Red Cross

Train the staff on the value of educating staff and their family members about the importance of three days or more preparedness.

E. Preparedness Activities

1. Primary Agency

Washington State Department of General Administration

- a. Maintains hard copy data on food and water inventories controlled by the department.
- b. Coordinates a back-up plan for staffing the state EOC in the event that designated staff are unavailable to respond because of event conditions.
- c. Provides communications training to the staff.
- d. Maintains monthly inventories of all USDA and non-USDA food and water stocks at the Fife facility and regional warehouses.
- e. Participates in emergency management training and exercises at the local jurisdiction, state, and federal level.
- f. Conducts emergency management training and exercises with ESF 11 support agencies.

2. Support Agencies

a. Washington State Department of Agriculture

Trains inspection teams to determine the quality of stored food stocks.

b. Washington State Department of Health

- (1) Prepares procedures for determining whether foods are fit for human consumption.
- (2) Identifies potential problems caused by contaminated foods.

- (3) Prepares food preparation and storage health training and education activities and instruction for emergency or disaster situations.

c. Washington State Superintendent of Public Instruction

Prepares monthly inventories of food and water supplies located in schools throughout the state.

d. Washington State Department of Social and Health Services

Develops procedures for the implementation of the Disaster Food Stamp Program.

e. American Red Cross

Develops procedures to identify and assess the requirements for food and their water distribution. Procedures will be for:

- (1) Critical emergency needs during or immediately after the event.
- (2) Long-term sustained needs after the event is over.

F. Response Activities

1. Primary Agency

Washington State Department of General Administration

- a. Staffs the state EOC, upon request.
- b. Requests support for the distribution of food and water from transportation providers.
- c. Provides food and water for distribution from state assets.
- d. Coordinates the provision of additional food and water stocks from the USDA and Superintendent of Public Instruction.

2. Support Agencies

a. Washington State Department of Agriculture

Provides inspection teams to ensure the viability of stored food and water stocks.

b. Washington State Department of Health

- (1) Identifies and certifies foods and water which are fit for human consumption.

- (2) Identifies problems that will be or have been caused by contaminated foods.
- (3) Conducts health education activities on proper food preparation and storage.

c. Washington State Military Department

(1) Emergency Management Division

Prioritizes mission request in support of ESF 11, activated by emergency or disaster.

(2) National Guard

- (a) Provides limited air and land transportation for personnel and equipment.
- (b) Provides limited mass feeding.
- (c) Provides limited water purification.

d. Washington State Superintendent of Public Instruction

- (1) Provides information on the availability of school buses and school facilities to satisfy requirements for transportation and feeding facilities.
- (2) Provides the inventory of food and water supplies located in schools throughout the state.

e. Washington State Department of Social and Health Services

Implements the Disaster Food Stamp Program, when required.

f. Washington State Department of Transportation

- (1) Provides information regarding road closures and accessibility to and from the emergency or disaster area.
- (2) Provides transportation resources.

g. U.S. Department of Agriculture

Provides emergency food to the state through the Department of General Administration.

h. American Red Cross

Assists in the identification and assessment of the requirements for immediate and long-term food and food distribution services.

G. Recovery Activities

1. Primary Agency

Washington State Department of General Administration

Prepares a request to the USDA to replace department and Superintendent of Public Instruction food stocks, within 30 days after the termination of the emergency or disaster

2. Support Agencies

Washington State Departments of Agriculture, Health, Military Department, Social and Health Services, Transportation, Superintendent of Public Instruction, U.S. Department of Agriculture, and the American Red Cross

- a. Continues to support response activities, as required.
- b. Revises procedures based on the lessons learned from the emergency or disaster.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Department of General Administration

Coordinates the provision and distribution of food and water for mass feeding and the provision of transportation to distribute food and water stocks.

B. Support Agencies

Washington State Departments of Agriculture, Health, Military Department, Social and Health Services, Transportation, Superintendent of Public Instruction, U.S. Department of Agriculture, and the American Red Cross

Supports the Department of General Administration in the accomplishment of ESF 11.

VI. RESOURCE REQUIREMENTS

- A. The GA will provide the required staff to the state EOC to coordinate this ESF.
- B. The state will need the use of state owned and leased food storage facilities.
- C. Volunteer organization food storage sites as well as Superintendent of Public Instruction schools are essential to the accomplishment of the ESF.

VII. REFERENCES

U.S. Department of Agriculture 7 CFR 250.43.

VIII. DEFINITIONS AND ACRONYMS

Food - The term "Food" means articles used for food and drink for man or other animals. (RCW 69.04.008(1).)

EMERGENCY SUPPORT FUNCTION 12 ENERGY

PRIMARY AGENCY: Washington State Office of Trade and
Economic Development, Energy Division

SUPPORT AGENCIES: Washington State Department of Ecology
Washington State Office of Financial Management
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Military Department
Emergency Management Division
Washington State Department of Natural Resources
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
Washington State Emergency Management Council
Bonneville Power Administration
Federal Emergency Management Agency
U.S. Department of Energy

I. INTRODUCTION

A. Purpose:

To provide for the effective use of available electric power, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy systems affected by an emergency or disaster.

B. Scope:

Response and recovery actions following any emergency or disaster will be determined by the specific event.

II. POLICIES

RCW 43.21F.045(1) The (agency) shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. This duty is to be carried out with the requirements of Chapter 43.21G RCW, which deals with energy emergencies and alerts, and establishes necessary emergency powers for the Governor, and Chapter 194-22 WAC, Washington State Curtailment Plan for Electric Energy.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See Basic Plan.

B. Planning Assumptions

1. The occurrence of a major disaster could destroy or damage portions of the state's energy and utility systems and disrupt petroleum and natural gas supplies.
2. Widespread and possibly prolonged electric power failures could occur in a major disaster.
3. The transportation, media, and telecommunications infrastructures could be affected.
4. Delays in the production, refining, and delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electrical power.

IV. CONCEPT OF OPERATIONS**A. General**

Responding to energy or petroleum shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our state's citizens. Activities during an energy emergency could include:

1. Assessing fuel and electric power damage.
2. Assessing energy supply and demand.
3. Coordinating with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems.
4. Coordinating closely with federal, state, and local jurisdiction officials to establish priorities to repair damaged energy systems.
5. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
6. Assessing the requirements for restoration.

B. Organization

1. The electric power industry within Washington State is organized into a network of public and private generation and transmission facilities that form a part of the Northwest Power Pool. Through such networks, the electric power industry has developed a capability to transmit electric power under even the most extreme conditions. Power is then distributed by local utilities to individual end users, which have varying levels of distribution reliability. Many end users with high reliability needs (e.g., hospitals, media) have their own in-house generation sources. Natural gas enters Washington State through two major international and

interstate pipeline systems. Local distribution companies deliver gas to consumers with the exception of some large industrial and commercial users. These large customers may purchase gas directly from the supplier and pay pipeline companies only transmission and delivery fees. Natural gas service is only available along the I-5 corridor, in the Spokane and Tri-Cities vicinities with spurs to Moses Lake, Ellensburg, Yakima and Pullman. A large underground storage facility in Jackson Prairie and a smaller liquefied natural gas storage facility in the Columbia Gorge, as well as other storage facilities outside of the state, are heavily relied on to serve peak winter usage. During the remainder of the year, lower usage is important for refilling the storage facilities. The pipeline could not meet peak winter demand without the use of storage.

2. Office of Trade and Economic Development (OTED) Crude oil enters the state through an international pipeline from Canada to the refineries in Ferndale and Anacortes and from tankers that also supply refineries in these two areas. The five refineries in Ferndale and Anacortes, along with two smaller refineries in Tacoma provide the majority of products consumed in Washington State and supply a significant amount to other Northwest states. The Olympic Pipeline carries refined petroleum products from these refineries south to Seattle, Tacoma, Olympia, crossing the Columbia River in Vancouver and ending in Portland, Oregon. Refined petroleum products also enter the state from the Yellowstone Pipeline through Spokane ending around Moses Lake and from the Chevron Pipeline to the Tri-Cities. Refined products from Puget Sound and California also come by barge into the Columbia River and are transported as far inland as Idaho and Montana, while serving locations along the way. A significant amount of petroleum products are brought to the state through trains and trucks as well. From the pipelines, trucks owned by petroleum companies are the primary way of distributing petroleum products to consumers. Information about petroleum is often organized by Petroleum Administration for Defense Districts (PADDs). Washington State is part of PADD 5, which includes Alaska, Oregon, California, Nevada, and Arizona. The PADDs were created in 1950 as a part of the World War II Petroleum Administration for War Districts. The aggregation has remained in use mostly for statistical and administrative purposes.

C. Procedures

1. The energy, utility, and petroleum distribution systems will continue to provide services through their normal means, during a disaster, to the maximum extent possible.
2. Energy, utility, and petroleum information will be furnished to emergency government officials at all levels to inform the public on the proper use of services.
3. Energy, utility, and petroleum companies will compile damage assessment reports and transmit them to the state Emergency Operations Center (EOC), as needed or requested. The EOC will collect, evaluate,

and report current conditions relative to staffing, equipment, and supplies to appropriate emergency agencies.

4. The Energy Division will access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies.

D. Mitigation Activities

1. Primary Agency

Washington State Office of Trade and Economic Development

Collects information on transmission infrastructure and major pipeline locations.

2. Support Agencies

Washington State Departments of Ecology, Fish and Wildlife, General Administration, Military Department - Emergency Management Division, Natural Resources, Transportation, Utilities and Transportation Commission, Office of Financial Management, Emergency Management Council, Federal Emergency Management Agency, and the U.S. Department of Energy

None.

E. Preparedness Activities

1. Primary Agency

Washington State Office of Trade and Economic Development

- a. Prepares and updates contingency plans for implementation in the event of energy shortages or emergencies and maintains liaison with energy and utility companies regarding these plans.
- b. Collects and analyzes energy data and reports to the Governor and Legislature on probable, imminent, and existing energy shortages.
- c. Maintains lists of public and private utilities, petroleum refineries and companies, including names, addresses, and telephone numbers of key officials.
- d. Develops and maintains an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.
- e. Assists local jurisdictions in developing feasible supplemental energy and utility resource plans, when requested.

2. Support Agencies

a. **Washington State Military Department, Emergency Management Division**

- (1) Coordinates with appropriate state agencies to ensure operational readiness.
- (2) Maintains an operational EOC and the EOC Standard Operating Procedures (SOPs).
- (3) Coordinates the identification of supplemental local energy or utility resources such as emergency lighting or generators with local jurisdictions.
- (4) Coordinates with appropriate agencies to provide for supplemental energy, utility, and petroleum resources.
- (5) Coordinates with OTED and the Utilities and Transportation Commission in the development of an inventory of available state energy and utility resources.
- (6) Maintains an inventory of statewide volunteer, private, and federal emergency energy or utility resources.
- (7) Maintains liaison with the Federal Emergency Management Agency (FEMA) and the Washington State Emergency Management Council (EMC).
- (8) Maintains the *Washington State Comprehensive Emergency Management Plan* (CEMP).

b. **Washington State Utilities and Transportation Commission**

Assists the OTED in development and maintenance of inventory of state energy and utility resources.

c. **Washington State Departments of Ecology, Fish and Wildlife, General Administration, Natural Resources, Transportation, and the Office of Financial Management**

Provides information to the state EOC about the effects of an energy shortage on state facilities or capabilities.

F. Response Activities

1. Primary Agency

Washington State Office of Office of Trade and Economic Development

- a. Provides liaison with statewide electric, natural gas, and petroleum suppliers and companies and with the Bonneville Power Administration.
- b. Apprises the Governor when conditions exist that may warrant the declaration of a statewide or localized energy supply alert or emergency.
- c. Compiles damage assessment estimates from energy and utility companies.
- d. Assists with transportation issues regarding utility vehicles responding to energy emergencies.
- e. Coordinates public information concerning energy, utilities, and petroleum emergencies with the state EMD, Public Information Officer.
- f. Coordinates state agency emergency utility resources as requested by the Washington State Military Department, Emergency Management Division (EMD).

2. Support Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Activates the state EOC.
- (2) Notifies local jurisdictions and state agencies.
- (3) Coordinates statewide volunteer, private, and federal emergency supplemental energy and utility resources as requested.
- (4) Identifies energy, utility, and petroleum resources, which are in short supply and are necessary for the health and safety of the population.

b. Washington State Departments of Ecology, Fish and Wildlife, General Administration, Natural Resources, Transportation, and the Office of Financial Management

Provides information to the state EOC about the effects of an energy shortage on state facilities or capabilities.

c. Washington State Utilities and Transportation Commission

(1) Assists the OTED with contacting utilities and gathering and assessing information.

(2) Assists utilities in the provision of continued services during the response and recovery phases.

d. Washington State Emergency Management Council

The EMC may provide supplemental local utility resources through its member units.

e. Federal Emergency Management Agency

Coordinates the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

f. U.S. Department of Energy

Gathers, assesses, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Works closely with, and aids in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

G. Recovery Activities

1. Primary Agency

Washington State Office of Office of Trade and Economic Development

a. Compiles damage and operational capability information from energy and utility companies.

b. Recommends, in accordance with the Governor's energy emergency powers, priorities among users if adequate utility supply is not available to meet all essential needs.

c. Coordinates supporting resources for utility restoration and repair to meet essential needs.

- d. Coordinates supporting resources for petroleum companies and distributors for restoration and repair to meet essential needs.
- e. Administers energy allocation programs in accordance with the Governor's energy emergency powers.

2. Support Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Acts upon requests from local jurisdictions for state assistance and provides necessary liaison between federal and state agencies to correct deficiencies.
- (2) Prepares a recommendation for the Governor's Proclamation and activation of the Washington National Guard (WNG), when appropriate.
- (3) Coordinates with state agencies to ensure operational readiness.
- (4) Develops and maintains agency procedures to support the Energy Division during emergencies or disasters.
- (5) Assembles preliminary damage assessment information at the state EOC.
- (6) Coordinates and prioritizes requests for support.
- (7) Provides communications links to other state and federal agencies and local jurisdictions.

b. Washington State Utilities and Transportation Commission

Assists the state EMD and the OTED in recovery activities.

c. Washington State Emergency Management Council

The Washington State EMC may provide supplemental local utility resources through its member units.

d. Federal Emergency Management Agency

Coordinates the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

e. U.S. Department of Energy

Gathers, assesses, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Works closely with, and aids in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

V. RESPONSIBILITIES**A. Primary Agency****Washington State Office of Office of Trade and Economic Development**

1. Provides information to the state EMD regarding:
 - a. Status of petroleum infrastructure damage, supply adequacy, and market situation.
 - b. Location, extent, and restoration status of electricity supply outages or disruptions.
 - c. Status of shortages or supply disruptions for natural gas.
2. Apprises the Governor when conditions exist which may warrant the declaration of a statewide or localized energy supply alert or emergency. Serves as coordinator of energy availability and distribution issues during emergency or disaster situations.
3. Administers energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.
4. Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
5. Coordinates with the state EMD for supplemental private and public utility and energy assistance during state EOC operations.

B. Support Agencies

1. **Washington State Military Department, Emergency Management Division**
 - a. Alerts appropriate state agencies of the possible requirement to supplement local energy and utility needs.
 - b. Coordinates with the Utilities and Transportation Commission and the OTED to provide supplemental assistance to local jurisdictions.

2. Washington State Utilities and Transportation Commission

Coordinates with the state EMD for supplemental private and public utility and energy assistance during response and recovery activities.

3. Departments of Ecology, Fish and Wildlife, General Administration, Natural Resources, Transportation, and the Office of Financial Management

Provides information or support during response to an energy emergency based on the nature, severity, and extent of the emergency or disaster.

4. Washington State Emergency Management Council

The state EMC may provide supplemental local utility resources through its member units.

5. Federal Emergency Management Agency

Coordinates the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

6. U.S. Department of Energy

Gathers, assesses, and shares information on energy system damage assessments on the impact of energy system outages within affected areas. Works closely with, and aids in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

VI. RESOURCE REQUIREMENTS

The OTED is expected to provide the materials and equipment in an energy emergency. Resources might include: energy, utility, petroleum contact lists, maps, and office supplies.

VII. REFERENCES

- A. RCW 43.21F.045, Duties of Energy.
- B. RCW 43.21F.060, Additional duties and authority of Energy Office.
- C. RCW 43.21G, Energy Supply Emergencies, Alerts.
- D. RCW 44.39.070, Meetings - Energy supply alert or energy emergency - Duties.
- E. Chapter 194-22 WAC, Washington State Curtailment Plan for Electric Energy.
- F. Regional Curtailment Plan for Electric Energy.

- G. Implementation Guide for the Washington State Petroleum Products Contingency Plan.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 20 MILITARY SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCY: Washington State Military Department
National Guard

SUPPORT AGENCIES: Washington State Military Department
Emergency Management Division
Federal Emergency Management Agency
Fifth United States Army
Readiness Group, Fort Lewis

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to establish the circumstances and procedures for the Governor to order the Washington National Guard (WNG) or any part thereof into active state service, and to provide for the effective coordination and use of military assets during an emergency or disaster.

B. Scope

Specific actions to be taken following any incident will be determined by the level of effort required to support the event. This ESF covers the full range of actions.

II. POLICIES

- A. Military forces, either state or federal, remain under, and will follow, the military chain of command. WNG personnel and equipment will remain under the operational control of the designated Military Task Force Commander or WNG Emergency Operations Center (EOC).
- B. The Adjutant General will deploy resources of the WNG in a federally-funded status in response to an emergency involving imminent loss of life, to prevent great suffering and/or to mitigate great destruction of property, in accordance to federal regulations and statutes. As soon as the emergency situation is stabilized, the WNG will begin to withdraw support unless a determination is made to order the WNG into state active service, and the Governor so orders.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See the Basic Plan and the Hazard Identification and Vulnerability Assessment.

B. Planning Assumptions

1. A serious incident will require the activation of the WNG.

2. The WNG will not have been already committed to a national emergency or mobilized for war.
3. WNG members will be able to gain release from their civilian employment.
4. Local jurisdictions or organizations will have maintained a close working relationship with WNG units located within their jurisdictions.
5. The local jurisdictions or organizations will have coordinated, as appropriate, their plans and procedures with the WNG units located within their jurisdiction.
6. All requests for military support during an emergency or disaster will be submitted to the state EOC from the local jurisdiction or organization.

IV. CONCEPT OF OPERATIONS

A. General

1. Revised Code of Washington (RCW) 38.08.040 provides that, upon the occurrence of certain events, the Governor has the power to order the organized militia of Washington or any part thereof into active service in order for the state to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone, and may not be delegated to another person or agency. Therefore, it is important to have a clear manifestation of the exercise of power so that authority of the WNG to act is established, and funds may be expended in support of them. WNG assistance is designed to complement, not substitute for, civil participation in emergency operations.
2. Washington State Military Department, Emergency Management Division, (EMD), in consultation with The Adjutant General, may recommend activation of the WNG to the Governor under certain conditions. The circumstances and mechanisms whereby the Governor will order the WNG or any part thereof into active state service are as follows:
 - a. In anticipation of a justifiable need for WNG resources, The Adjutant General will recommend to the Governor activation of the WNG in active state service to facilitate planning and/or propositioning of WNG resources to reduce response time.
 - b. Upon receipt of a validated request for support from a local jurisdiction or appropriate agency or organization, which cannot be met with state or other resources in a reasonable time, the state EOC will task the WNG for execution of the mission. If the mission is consistent with WNG capabilities, the WNG will perform the mission as provided for by state law.
 - c. In either case, state EMD will consult with The Adjutant General and the Governor's staff to receive final authorization.

3. Whenever the potential need for WNG assistance is drawn to the attention of the Governor or Adjutant General, The Adjutant General may, in company with the Governor or other state officials, review the emergency or disaster scene by air or ground transportation for damage assessment to determine the extent of the need.
4. If the Governor believes the conditions for activating the WNG are being met, the Governor may order the WNG to state active service. The WNG will not be ordered to state active service, except by the Governor.

B. Organization

The Washington State Military Department is made up of two military components--the Air National Guard and the Army National Guard, and two civilian components, the state EMD, and the Support Services staff. The WNG is positioned in 27 cities throughout the state. Unit capabilities include engineering, communications, transportation, and aviation.

C. Procedures

The various elements of the Washington State Military Department will follow their internal Standard Operating Procedures (SOPs) when in support of an emergency or disaster.

D. Mitigation Activities

1. Primary Agency

Washington State Military Department, National Guard

The primary activities of the WNG are generally limited to the preparation and response phases. Mitigation efforts for the WNG include ensuring armories, equipment storage, sites, training areas, and billeting areas will not be located in flood plains or other areas that will place them in peril of natural disasters.

2. Support Agency

Washington State Military Department, Emergency Management Division

- a. Provides a copy of the state's Hazard Identification and Vulnerability Assessment (HIVA) to the WNG as foundation and basis for mitigation activities.
- b. Provides information about hazards that may influence the location of Military Department facilities and troop deployments.

E. Preparedness Activities

1. Primary Agency

Washington State Military Department, National Guard

- a. Uses the HIVA and other sources to analyze threats, prepare plans for response to civil authorities. The response may take the form of trained experts to work with local jurisdictions, staff officers to brief emergency managers on WNG capabilities, or equipment loans to support preparatory training.
- b. Develops, in coordination with the state EMD, an inventory of state and federal military resources.
- c. Conducts periodic exercises to validate current contingency plans and staff capabilities. These exercises will include personnel from army guard units, air guard units, EMD, and state and local jurisdictions.
- d. Identifies and trains Liaison Officers (LNOs) for dispatch to various jurisdictions within Washington State. LNOs will be pre-designated for counties and cities that have historically relied on WNG assets during times of need.
- e. Maintains a separate WNG EOC at Camp Murray, to manage activities.

2. Support Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Prepares the state's HIVA.
- (2) Coordinates with the WNG to ensure readiness.
- (3) Maintains an EOC and procedures.
- (4) Coordinates with the WNG to develop an inventory of available state and federal military resources.
- (5) Maintains liaison with FEMA.

b. Fifth United States Army/US Army Forces Command (FORSCOM)

Establishes joint measures for coordinating the employment of Army forces and resources within the western United States.

c. Readiness Group, Fort Lewis

Provides a pre-designated Defense Coordinating Officer (DCO) and staff for the Defense Coordinating Element (DCE) to coordinate the federal military response effort in the event of a federally declared disaster. The DCE will normally be collocated with the FEMA Disaster Field Office (DFO).

F. Response Activities

1. Primary Agency

Washington State Military Department, National Guard

- a. Upon activation of the state EOC, the WNG will dispatch a Liaison Officer (LNO) to the EOC. The LNO coordinates requests for state and federal resources. Requests for federal resources are referred to the DCO. Requests for state resources are relayed to the WNG EOC at Camp Murray. The WNG will provide a LNO to affected jurisdictions on a case-by-case basis.
- b. Provides support, as requested by the state EOC, to include but not be limited to:
 - (1) Air and land transportation.
 - (2) Armories, tentage, and available land.
 - (3) Security forces and traffic control.
 - (4) Light urban search and rescue operations.
 - (5) Supplemental communications.
 - (6) Air support for reconnaissance.
 - (7) Limited emergency medical assistance.
 - (8) Limited mass feeding.
 - (9) Damage assessment of state military facilities, and other state and local jurisdiction facilities.
 - (10) Participation in the conduct of Project Worksheets of other state and local jurisdiction facilities.
 - (11) Limited water purification.
 - (12) Limited power generation.
 - (13) Coordination with other military services.

- (14) Representation for discussion of emergency highway traffic regulations.
- (15) Conduct of wildland firefighting operations.

2. Support Agencies

a. Washington State Military Department, Emergency Management Division

- (1) Activates the state EOC, issue warnings, and activates the Emergency Alert System as necessary.
- (2) Prepares a recommendation for the Governor's Proclamation of Emergency and activation of the WNG, when appropriate.
- (3) Following authorization by the Governor, the initial ordering of the WNG to state active service will be made orally by The Adjutant General or his designated representative. When the WNG receives the order, it will be understood by the WNG that the Governor has ordered the WNG into state active service for the emergency or disaster.
- (4) As soon as is practicable thereafter, a written order signed by the Governor will be executed. The written order will be prepared by the state EMD staff and executed by the Governor's staff utilizing the format at Appendix 1. Copies of this document will be forwarded to the Governor's Office, Washington State Military Department, and the Office of Financial Management (OFM).

b. Federal Emergency Management Agency

- (1) Receives requests for federal military assistance from the state EOC, following a Presidential Disaster Declaration.
- (2) Coordinates requests for federal military assistance, through the DCO, with the Fifth United States Army.

c. Fifth United States Army

- (1) Exercises direction and control of U.S. Department of Defense (DOD) emergency military support operations.
- (2) Ensures effective utilization of resources made available by the U.S. Department of Army, U.S. Department of Air Force, U.S. Department of Navy, and other federal military agencies.

G. Recovery Activities

1. Primary Agency

Washington State Military Department, National Guard

Releases WNG personnel and equipment as soon as local authorities or state agencies have regained control of the emergency or disaster.

2. Support Agency

Washington State Military Department, Emergency Management Division

Coordinates with the WNG and FEMA for military support to critical response/recovery transition operations.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, National Guard

1. Provides support to civil authorities consistent with their designated mission and capabilities.
2. Controls and directs use of state military resources employed in state active service.
3. Establishes appropriate readiness levels for the WNG.

B. Support Agencies

1. Washington State Military Department, Emergency Management Division

- a. Trains and educates civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
- b. Coordinates emergency plans for military support to civil authorities.
- c. Alerts the WNG for possible military support requests.

2. Federal Emergency Management Agency

- a. Provides support to the state of Washington by coordinating requests for federal military assistance.

- b. Coordinates requests for federal military assistance through the DCO following a Presidential Disaster Declaration.

3. Fifth United States Army

- a. Ensures effective use of DOD and other federal military assets under Fifth Army control.
- b. Establishes joint measures to coordinate and control the employment of active and reserve army forces and resources assisting state and federal emergency management.

4. Readiness Group, Fort Lewis

Provides support to the state of Washington as the DCO and representative of the Commander, Fifth United States Army. The DCO may assume control of all federal military units involved in a disaster.

VI. RESOURCE REQUIREMENTS

- A. Requests for WNG personnel and equipment must be consistent with unit capabilities. Using a company of highly trained truck drivers to fill sandbags, may deny a critical need from being filled elsewhere.
- B. Loan of equipment must not allow a WNG unit to diminish its capability to be self-supporting.
- C. Whenever possible, requests for personnel or equipment should include organic support. Diversion of WNG resources to federal military units is not consistent with the basic reason for requesting federal military assistance during emergencies.

VII. REFERENCES

- A. See Basic Plan.
- B. Chapter 38.08 RCW.

VIII. DEFINITIONS AND ACRONYMS

None.

EMERGENCY SUPPORT FUNCTION 21 RECOVERY

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: To be determined by the hazard and scope of the disaster, but will normally include the following agencies:

Washington State Department of Agriculture
Washington State Department of the Attorney General
Washington State Department of Community, Trade and
Economic Development, Energy Policy
Washington State Department of Ecology
Washington State Department of Employment Security
Washington State Energy Facility Site Evaluation Council
Washington State Office of Financial Management
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Office of the Governor
Washington State Department of Health
Washington State Governor's Office of Indian Affairs
Washington State Department of Information Services
Washington State Office of Insurance Commissioner
Washington State Department of Labor and Industries
Washington State Military Department
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Department of Revenue
Washington State Department of Social and Health Services
Washington State Patrol
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
Washington State Office of the State Treasurer
All Other State Agencies
American Red Cross
Federal Emergency Management Agency
U.S. Army, Umatilla Chemical Depot
U.S. Department of Energy
Energy Northwest
Affected Local Jurisdictions

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to establish uniform policies for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.

B. Scope

Recovery and restoration actions following any emergency or disaster will be determined by the specific event. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. Local jurisdictions will lead recovery activities for their jurisdiction.

C. Activation

The Recovery and Restoration Task Force (RRTF) activation will be requested when a significant statewide emergency exists or a federal disaster assistance request is anticipated.

II. POLICIES

A. Emergencies or Disasters

Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the state EMD may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Disaster Field Office (DFO), if and when it is established.

B. Catastrophic Disasters

In the wake of a catastrophic disaster, the Governor may direct the formation of the Washington State Recovery and Restoration Task Force (RRTF). The purpose of the RRTF is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. RRTF members are further explained in the Concept of Operations paragraph B, Organization, of this ESF. The state EMD will coordinate support for the RRTF, as necessary. If a DFO is established, the activities of the RRTF and the DFO must be coordinated.

C. Events Involving Special Hazards

Emergencies or disasters involving radiological materials or chemical munitions will require special attention in the recovery and restoration phase. Activation of

the RRTF can be expected as a response to fixed facility radiological and chemical emergencies.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See Basic Plan.

B. Planning Assumptions

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage so as to require recovery and restoration activities.
3. Local jurisdictions will support and act upon the recommendations of the RRTF.

IV. CONCEPT OF OPERATIONS

A. General

1. The RRTF will serve as the guidance group to the Governor on a program of continuation of recovery and restoration. The RRTF is intended to complement, not conflict with, the activities of the DFO. The focus will include:
 - a. Determining the economic and environmental impact of the recovery to the state, the affected local jurisdictions, people, property, businesses, and industry.
 - b. Determining the measures for losses necessary to continue recovery such as:
 - (1) Contamination clean up.
 - (2) Control of adulterated food.
 - (3) Financial aid and compensation.
 - c. Continuing public information activities such as public announcements on recovery and restoration and instructions on applying for financial aid and compensation.
2. The RRTF will be responsible for making the following recommendations for the Chemical Stockpile Emergency Preparedness Program (CSEPP), U.S. Department of Energy-Hanford Site, and the Fixed Nuclear Facility (FNF) programs:

- a. Issuing long-term imposition of control measures on adulterated food until contamination levels are deemed acceptable. Until that time, the products are decontaminated or destroyed.
 - b. Determination of the scope of environmental contamination due to any release of radiological or chemical agents.
 - c. Direction of decontamination activities.
 - d. Documentation of population and environmental radiological doses or chemical agent contamination levels.
 - e. Monitoring working conditions of all state and local jurisdiction emergency workers to ensure compliance with state and federal worker safety and health laws and regulations.
 - f. Providing support to the Washington State Emergency Information Center (WEIC) and Joint Information Center (JIC) on current activities during an event.
3. Local jurisdictions should outline recovery and restoration activities in their comprehensive emergency management plan and standard operating procedures, and should accomplish the following:
- a. Coordination of recovery and restoration plans with affected jurisdictions.
 - b. Coordination and implementation of access and traffic control within the affected areas.
 - c. Assisting agencies with issuing public health advisories.
 - d. Issuing public information announcements concerning local jurisdiction recovery or restoration activities.

B. Organization

Recovery and Restoration Task Force, Core Members

- 1. The state RRTF will consist of a core membership (or agency designees) and will be supplemented by state agencies depending upon the situation. The core membership will be:
 - a. Governor or designee.
 - b. The Adjutant General, Military Department.
 - c. Director for the state EMD.
 - d. State Coordinating Officer.
 - e. Washington State Health Officer, Department of Health.

- f. Director, Department of Ecology.
- g. Director, Department of General Administration.
- h. Attorney General, Office of the Attorney General.
- i. Director, Office of Financial Management.
- j. Director, Department of Labor and Industries.
- k. Secretary, Department of Social and Health Services.
- l. Insurance Commissioner, Office of the Insurance Commissioner.
- m. Commissioner of Public Lands, Department of Natural Resources.
- n. Chief, Washington State Patrol.
- o. Secretary, Department of Transportation.
- p. Public Information Officer, state EMD.
- q. Representatives from the affected local jurisdictions, if available.
- r. Community, Trade and Economic Development
- s. Employment Security
- t. Representatives from the Federal Emergency Management Agency (FEMA) and other federal agencies, as requested.

2. Supplementary Recovery and Restoration Task Force Members, Radiological

The RRTF will be supplemented for radiological emergencies or disasters as follows:

- a. Director, Division of Radiation Protection, Department of Health.
- b. Chair, Energy Facility Site Evaluation Council.
- c. Director, Department of Agriculture.
- d. Affected facility representative.

3. Supplementary Recovery and Restoration Task Force Members, Non-Radiological

The RRTF will be supplemented for the Umatilla Chemical Depot (UMCD) or Hanford site, non-radiological emergencies or disasters as follows:

- a. Assistant Director, Office of Waste Management, Department of Ecology.
- b. Assistant Director, Office of Environmental Health, Department of Health.
- c. Assistant Director, Department of Fish and Wildlife.
- e. Assistant Director, Industrial Safety and Health Division, Department of Labor and Industries.
- f. Utilities and Transportation Commission
- g. Affected facility representative.

4. Other Agencies

The RRTF may be supplemented with other agencies as the Governor or designee deems necessary as the emergency or disaster situation warrants.

C. Procedures

1. Recovery and restoration operations begin in the state EOC. They are based on situation assessments developed by the Information Analysis and Planning Section (IAP) in the state EOC. The state EMD's Programs and Recovery Unit personnel in the state EOC are normally assigned the task of collecting initial damage assessments and making recommendations to the Disaster Manager regarding the need for a Governor's Proclamation of Emergency to request appropriate federal assistance. They also make recommendations regarding the need to activate the RRTF.
2. The first major task of the RRTF, if activated, is to formulate a recovery and restoration plan. Among the elements of this Plan are:
 - a. Task Force Composition.
 - b. Priority of efforts.
 - c. Phasing/milestones.
 - d. Support requirements.
 - e. Coordination requirements.
 - f. Methodologies.
 - g. Reporting requirements.

D. Mitigation Activities**1. Primary Agency****Washington State Military Department, Emergency Management Division**

All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the state EMD.

2. Support Agencies

Washington State Departments of Agriculture, Office of the Attorney General; Community, Trade and Economic Development; Ecology, EFSEC, Employment Security, Office of Financial Management, Fish and Wildlife, General Administration, Office of the Governor, Health, Governor's Office of Indian Affairs, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Army, Umatilla Chemical Depot; U.S. Department of Energy, Energy Northwest, and Affected Local Jurisdictions

All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the state EMD.

E. Preparedness Activities**1. Primary Agency****Washington State Military Department, Emergency Management Division**

- a. Prepares procedures for this ESF.
- b. Prepares and provides an EOC.

2. Support Agencies**a. Washington State Department of Labor and Industries**

Provides information on the adequacy of Personal Protective Equipment for chemical hazards.

b. Other Core RRTF Members

Washington State Departments of the Attorney General, Ecology, General Administration, Health, Insurance Commissioner, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Office of Financial Management, Office of the Governor, and Affected Local Jurisdictions

- (1) Actively participates in preparation and review of this ESF.
- (2) Supports RRTF activities with all available agency resources.

c. Other Supplementary RRTF Members

Washington State Departments of Agriculture; Community, Trade and Economic Development - Energy Policy; EFSEC, Fish and Wildlife

Supports RRTF activities with all available agency resources.

d. All Other State Agencies

Coordinates procedures to recover from the effects of an event and to restore agency facilities and operations.

e. Federal Emergency Management Agency

Reviews state plans and procedures.

f. U.S. Army, Umatilla Chemical Depot

- (1) Conducts CSEPP planning with the involved states and local jurisdictions.
- (2) Assists the appropriate states and local jurisdictions with CSEPP public education and information pertaining to recovery and restoration.

g. U.S. Department of Energy, Hanford Site

Assists the appropriate states and local jurisdictions with radiological and chemical public education and information pertaining to recovery and restoration.

h. Energy Northwest

- (1) Conducts recovery and restoration planning with the state and local jurisdictions.

- (2) Assists the appropriate state and local jurisdictions with radiological public education and information pertaining to recovery and restoration near their facilities.

F. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

Activates the RRTF.

2. Support Agencies

a. Washington State Department of Agriculture

- (1) Assists with formulating and disseminating information on agricultural issues, and state activities to protect food supplies.
- (2) Imposes long-term restrictive measures on adulterated food.
- (3) Assists with the issuance of health information and advisories concerning food to the public.

b. Washington State Department of Ecology

Monitors federal environmental decontamination activities.

c. Washington State Department of Fish and Wildlife

Coordinates all departmental activities for the task force.

d. Washington State Department of Health

- (1) Monitors federal decontamination activities.
- (2) Determines and documents radiological exposure levels and chemical agent contamination levels.
- (3) Provides radiological exposure levels and chemical agent contamination level projections to the task force.
- (4) Issues health advisory information to the public.

e. Washington State Military Department, National Guard

Assists state agencies and local jurisdictions with available resources, as requested.

f. Washington State Parks and Recreation Commission

Makes state parks and recreation facilities available to support the recovery and restoration effort.

g. Washington State Department of Transportation

(1) Provides traffic control on state roads, as needed.

(2) Provides transportation resources to requesting agencies within the Department's capabilities.

h. Washington State Departments of the Attorney General, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of Financial Management, Office of the Governor, and Affected Local Jurisdictions

Supports RRTF activities with all available agency resources, as requested.

i. Washington State Community, Trade and Economic Development

Supports RRTF activities with all available agency resources, as required.

j. All Other State Agencies

Conduct agency recovery and restoration activities.

k. Energy Facility Site Evaluation Council

Supports RRFT activities with all available agency resources, as required.

l. American Red Cross

Initial response activities will focus on meeting urgent needs of victims on a mass care basis.

m. U.S. Army, Umatilla Chemical Depot

Monitors affected areas to determine degree of contamination.

n. Energy Northwest

Assists state and local agencies to prepare for recovery and restoration activities.

o. U.S. Department of Energy, Hanford Site

Assists state and local agencies to prepare for recovery and restoration activities.

G. Recovery Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Facilitates the deliberations and decision-making by the RRTF, in the absence of the Governor.
- b. Coordinates restoration and recovery activities with adjacent states and provinces.
- c. Coordinates recovery activities of the RRTF in support of ESF 21.

2. Support Agencies

a. Washington State Department of Ecology

- (1) Provides graphic, editorial, and public information support to the RRTF.
- (2) Recommends the continuation or relaxation of protective measures.

b. Washington State Department of Community, Trade and Economic Development

Assists the RRTF with the development of the plan.

c. Energy Facility Site Evaluation Council

Assists the RRTF with the development of the plan.

d. Washington State Department of Fish and Wildlife

Monitors the effects of contamination on fish and wildlife.

e. Washington State Governor's Office of Indian Affairs

Monitors the effects of an emergency or disaster in tribal lands.

f. Washington State Department of Health

- (1) Recommends the continuation or relaxation of protective measures.

- (2) Validates federal actions to restore lands to assure they are adequate.

g. Washington State Department of Revenue

- (1) Assists in compiling statistics related to the fiscal impacts of the emergency or disaster.
- (2) Provides assistance to local jurisdictions for maintenance or reconstruction of tax records.
- (3) Adjusts tax reporting/collection requirements to allow for business resumption.

h. Washington State Departments of Agriculture, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of the Attorney General, Office of Financial Management, and Affected Local Jurisdictions

Prepares for long-term commitments of available resources to expedite recovery and restoration of the affected areas.

i. All Other State Agencies

Conducts agency recovery and restoration activities until facilities and operations have returned to normal or an improved level.

j. U.S. Army, Umatilla Chemical Depot

- (1) Conducts decontamination in those areas that are not managed by the state or local jurisdictions.
- (2) Provides disaster and claims assistance.

k. Energy Northwest

- (1) Assists state and local agencies to prepare for recovery and restoration activities.
- (2) Provides disaster and claims assistance.

l. U.S. Department of Energy, Hanford Site

- (1) Assists state and local agencies to prepare for recovery and restoration activities.
- (2) Provides disaster and claims assistance.

m. Federal Emergency Management Agency

- (1) Assists the state and local jurisdictions with disaster claims assistance through the DFO.
- (2) Coordinates claims assistance for special hazards incidents on the Hanford Reservation or Umatilla Chemical Depot.

n. American Red Cross

Provides disaster and claims assistance to victims and workers.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

1. The state EMD has the overall responsibility to coordinate the recovery and restoration tasks following an emergency or disaster.
2. Coordinate plans and procedures to carry out the responsibilities outlined in this ESF and train staff to be proficient in the conduct of their responsibilities.
3. Implement recovery activities to events involving a local jurisdiction or facility, following this ESF, the state CEMP, and appropriate agency, local jurisdiction, and facility plans and procedures.
4. Provide a representative to the RRTF, as requested.

B. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; Ecology, EFSEC, Employment Security, Fish and Wildlife, General Administration, Health, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Parks and Recreation Commission, Revenue, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, Governor's Office of Indian Affairs, Office of the Attorney General, Office of Financial Management, Office of the Governor, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Army, Umatilla Chemical Depot; U.S. Department of Energy, Energy Northwest; and Affected Local Jurisdictions

Supports the state Military Department in the conduct of recovery and restoration activities.

VI. RESOURCE REQUIREMENTS

The resources necessary to accomplish the recovery and restoration tasks will be determined by the situation and established by the state RRTF.

VII. REFERENCES

- A. Washington State Public Assistance Manual, December 1995.
- B. FEMA Publication 262, Guide to Federal Aid in Disasters, April 1995.
- C. Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, June 1997 with changes.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

APPENDIX 1 RECOVERY AND REENTRY

PARTICIPATING AGENCIES:

Washington State Department of Agriculture
Washington State Department of Community, Trade and
Economic Development
Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of General Administration
Washington State Department of Health
Washington State Governor's Office of Indian Affairs
Washington State Department of Labor and Industries
Washington State Military Department
Emergency Management Division
National Guard
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
State of Oregon
Energy Northwest
Umatilla Chemical Depot
United States Coast Guard
United States Department of Energy –Hanford Site
American Red Cross
Environmental Protection Agency
Federal Emergency Management Agency
Nuclear Regulatory Commission
Province of British Columbia
Washington Volunteer Organizations Active in Disasters
Other Volunteer Organizations

I. INTRODUCTION

A. Mission

This Appendix to Emergency Support Function (ESF) 21 – Recovery, is designed to identify those actions that state agencies must take to support themselves, other state agencies, and local jurisdictions, and to coordinate emergency recovery activities at the conclusion of the response activities. This Appendix will provide state and local jurisdiction emergency management personnel with operational guidance in order to effectively manage recovery activities in the aftermath of an emergency or disaster.

B. Purpose

The purpose of this Appendix is to support ESF 21 and the policies for effective coordination to accomplish recovery tasks resulting from a natural or technological emergency or disaster.

C. Scope

This Appendix describes the various categories of emergencies likely to occur and the actions required to manage the effects of the events. The Appendix is based on certain assumptions and the existence of specific resources and capabilities that may be subject to frequent change. Actual measures taken by the state to support local jurisdictions will be tailored to each emergency. Some deviation in the implementation of this Appendix may be necessary to protect the health and safety of the public. In addition, this Appendix presents the concepts under which the state and the local jurisdictions will conduct recovery operations, and:

1. Recommend responsibilities of elected and appointed officials.
2. Recommend the various roles and functions of state, county and city agencies, private industries, volunteer organizations, and civic organizations.
3. Create a framework for the effective and coordinated use of federal, state, and local jurisdiction resources.
4. Reentry, which may be initiated during response and recovery, entails the temporary, short-term admission of individuals to a restricted zone, by local or state authority, for the purpose of performing some essential task (for example, emergency workers performing search and rescue operations, or a farmer returning to an area to feed his livestock). Reentry includes those actions leading up to the reoccupation or use of previously restricted zones after the hazard has been reduced to acceptable levels.
5. Recovery efforts return vital life support systems to minimum operating standards. Long-term activities are designed to return life to normal or improved levels, including some level of economic viability. These efforts will include:
 - a. Rapidly assessing immediate emergency needs.
 - b. Providing food, water, clothing, shelter, and medical supplies.
 - c. Providing security to evacuated areas.
 - d. Coordinating information and instructions to the public.
 - e. Providing outreach efforts to ensure that all victims have been identified and that their needs are being met.
 - f. Conducting detailed damage assessments to determine the need for supplemental federal assistance.
 - g. Relaxing protective actions and coordinating return to evacuated areas.
 - h. Restoring essential public facilities and services.

- i. Coordinating resources and materials.
 - j. Coordinating volunteer organizations.
 - k. Coordinating information and instructions to the public.
 - l. Identifying post-disaster hazard mitigation activities to reduce future risks.
6. The term recovery is used to refer to the entire group of activities undertaken to prepare a previously contaminated and restricted zone (or area) for reoccupation and/or use.
- a. Rebuilding or returning public infrastructure damaged by the emergency.
 - b. Reestablishing an adequate supply of housing to replace that, which was destroyed.
 - c. Returning workers to their jobs or assisting workers to find new jobs or types of employment.
 - d. Reestablishing the economic base of the disaster areas.
 - e. Identifying and implementing long-term mitigation measures such as land use and building codes.

D. Plan Reviews and Updates

- 1. The state and local jurisdictions' recovery plans and implementing procedures need to be reviewed as a part of the *Comprehensive Emergency Management Plan* (CEMP). The review is performed to ensure compatibility and compliance among the concepts and commitments included in the state and local jurisdiction plans, federally recommended criteria, and state regulatory requirements. Items requiring correction will be handled during the next scheduled revision, or immediately, depending on the seriousness of the item. Updated demographic data, including special populations and programs, will be incorporated into these plans in the year following their availability.
- 2. Plan revisions may be made at anytime to correct deficiencies identified during the review cycle, or during training, drills, exercises, or real events. Revised pages should be dated and the text marked to show where changes have been made. Revisions will be sent to all plan holders.
- 3. Letters of agreement among program participants are to be reviewed and updated as required.

II. POLICIES

A. Recovery Activities

Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the state Emergency Management Division's (EMD) Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Military Department Director may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Disaster Field Office (DFO), if and when it is established. For some events the state agencies may have the lead in recovery activities due to the nature of the event.

B. Catastrophic Disasters

In the wake of a catastrophic disaster, the Governor will direct the formation of the Washington State Recovery and Restoration Task Force (RRTF). RRTF members are further explained in Tab A, of this Appendix. The state EMD will coordinate support for the RRTF, as necessary. If a DFO is established, the activities of the RRTF and the DFO must be coordinated. The purpose of the RRTF is to:

1. Recommend and coordinate efforts to generate confidence and normalcy in the safety, distribution, and acceptance of state products and commerce within the state, intrastate, and internationally.
2. Assure minimal safety and health standards are achieved.

C. Events Involving Terrorism, Bio-Terrorism, Hazardous Materials

Emergencies or disasters involving radiological materials or hazardous materials or terrorism require special attention. Activation of the RRTF can be expected following a fixed facility radiological or chemical event.

D. Authorities

1. Chapter 38.52 Revised Code of Washington (RCW), Emergency Management
2. 44 Code of Federal Regulations (CFR) 350, Federal Emergency Management Agency (FEMA)
3. 10 CFR 50, Appendix E (Emergency Plans for Production and Utilization Facilities)
4. Nuclear Regulatory Commission Guidance (NUREG) Document 0654/FEMA Radiological Emergency Preparedness (REP) 1
5. Chemical Accident/Incident Response and Assistance (CAIRA) Plan for the Army

6. FEMA and Department of Army Guidance for the Chemical Stockpile Emergency Preparedness Program (CSEPP)
7. Chapter 69.04 RCW, Embargoes of articles
8. Sections 43.06.270, State of emergency—State militia or state patrol—Use in restoring order, and 43.43.030 RCW, Peace officers
9. Title 47 RCW, Public Highways and Transportation
10. Chapter 70.98 RCW, Nuclear energy and radiation
11. Chapter 70.105 RCW, Hazardous waste management

E. Assignment of Responsibilities

1. Agency responsibilities for emergency management are included in the state CEMP, Basic Plan, Section V - Responsibilities.
2. This Appendix outlines state, local jurisdiction, and facility responsibilities for reentry and recovery.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. A significant natural or technological event may cause immediate life-threatening situations requiring prompt actions. Depending on the type and extent of such an event, emergencies may cause undesirable long-term health effects, property damage, and contaminate animals and food above established health standards.
2. A disaster may overwhelm the capabilities of the state and its political subdivisions to provide prompt and effective relief measures. Transportation infrastructure may be damaged and local transportation services may be disrupted. Commercial telecommunications facilities may experience widespread damage, impairing communication among governmental agencies.
3. Homes, public buildings, and other critical facilities and equipment may be severely damaged or destroyed. Debris may make streets and highways impassable. The movement of emergency relief supplies and resources may be seriously impeded. Public utilities may be damaged and rendered partially or fully inoperable. Many state and local jurisdiction emergency personnel may be victims of the event, preventing them from performing assigned duties.
4. Thousands of victims may be forced from their homes, and large numbers of deaths and injuries could be expected. Many victims may be in life-threatening situations requiring immediate rescue and medical care. There may be shortages of supplies necessary for emergency survival.

Hospitals, nursing homes, pharmacies, and other health/medical facilities may be damaged or destroyed. The number of victims requiring attention may overwhelm medical and health care facilities that remain operable. Medical supplies and equipment may be in short supply.

5. Damage to fixed facilities that generate, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be damaged or destroyed. There may be widespread disruption of energy sources, resulting in prolonged electric power failure.
6. Disaster conditions that trigger a variety of hazards can produce corollary impacts. A hazard identification and vulnerability analysis will assist in the identification of possible combinations of disasters that feed on each other. A hazard identification vulnerability analysis summary matrix is provided at Figure 4.

B. Natural Hazards Identification (See *State of Washington Hazard Identification and Vulnerability Assessment*.)

C. Technological Hazards (See *State of Washington Hazard Identification and Vulnerability Assessment*.)

D. Planning Assumptions

1. An emergency or disaster has occurred. Actions to implement this Appendix will begin before emergency conditions subside.
2. The emergency or disaster has caused significant damage so as to require recovery activities. These damages may have caused the loss of life support systems and the loss of regional economic, physical, and social infrastructures.
3. The state EOC may be activated and fully staffed and the Governor may have issued a Proclamation of Emergency directing the implementation of the state Emergency Operations Procedures to ensure proper coordination of initial response and recovery activities. The state EOC may support local jurisdiction requirements and requests for assistance that are beyond the local jurisdiction's ability.
4. It is assumed that the magnitude of the event will be such that effective response and recovery will be beyond the capability of the state and its political subdivisions. The Governor may have requested federal assistance. Federal resources may have been deployed to the state to provide assistance to the state and local governments.
5. Releases of radioactive or other hazardous materials from fixed facilities such as the United States Department of Energy-Hanford Site (USDOE-Hanford Site) and Columbia Generating Station, or chemicals from the Umatilla Chemical Depot (UMCD) may occur that could greatly affect the public health, property, environment, and economy of Washington State.

6. Many state and local jurisdiction emergency response personnel will suffer damage to their homes and personal property and will themselves be victims of the event. There will be competition from citizens and communities for scarce resources

IV. CONCEPT OF OPERATIONS

A. General

1. The Governor is responsible for providing direction and control of all state activities during and after an emergency or a disaster. (RCW 38.52 and 43.06), including issuing a Proclamation of Emergency, when appropriate. Authority to coordinate response and recovery activities is assigned to the Adjutant General, Washington State Military Department. This authority may be subsequently delegated to the Director of EMD.
2. The Governor will direct state agencies to implement recovery activities upon the Proclamation of Emergency.
3. Residents and/or businesses in the affected area(s) will be allowed to resume normal activities when approved by appropriate elected authority.
4. Financial assistance for residents and/or businesses experiencing damage due to the event may be available following the emergency or disaster.

B. Direction and Control

Decision authority in all phases of recovery rests with elected officials of the jurisdiction(s), over which they have authority, impacted by the event. Their emergency management staff and all necessary agencies will assist them. In any major disaster, however, their resources may be quickly overwhelmed and will require external assistance.

1. A joint federal/state DFO will be established by FEMA to coordinate assistance issues for individuals, businesses, and public agencies impacted by the disaster. Federal and state agencies will participate in the recovery efforts of this activity in coordination with local agencies.
2. A Recovery Resource Group (RRG) may be formed for CSEPP events, at the request of the senior locally elected officials, to provide technical, operational, and logistical support from state and federal agencies to the local jurisdiction.
 - a. The purpose of the RRG is to assist the local jurisdictions with recovery planning, recovery public education, and support of local jurisdiction recovery activities. The RRG should have representatives from members of the local jurisdiction decision-making body, the state and the lead federal agency. These representatives will assist the decision-makers by gathering technical data and making recommendations. They may be

augmented by Federal Agency Representatives (FARs), State Agency Representatives (SARs), County Agency Representatives (CARs), and the On Scene Commander (OSC) or Service Response Force Coordinator (SRFC) when the disaster involves a CSEPP event.

- b. The group will be required to make recommendations to local authorities on issues such as:
 - (1) Assessments of each organization's ability to recover from a disaster and operate effectively.
 - (2) Systems and procedures for improving coordination and cooperation through effective use of resources with other local organizations, other communities, and the state and federal governments.
 - (3) Recovery plans review.
 - (4) Recovery plans coordination with the represented organizations.
 - (5) Public education.
 - (6) Coordination of organizational assets during and after a disaster.
 - (7) Participation in damage assessment.
 - (8) Participation in the recovery process to help citizens return to normal life as soon as possible.
3. A RRTF may be established by the Governor to coordinate recovery and ensuing mitigation efforts and to advise state government on appropriate policy decisions. Membership and specific responsibilities of the RRTF are described in the CEMP, Emergency Support Function (ESF) 21, Recovery.
4. EOCs will be operational at local, state, and federal levels to coordinate reentry activities and to initiate recovery efforts of their respective governmental agencies. When activated, the RRG's activities will be coordinated through their respective EOC. The EOCs will assist RRG representatives by coordinating resources and logistical requirements being requested and provided by their governmental agencies. When activated, support to the individual RRG representatives will be coordinated through their respective EOC.
5. A Joint Information Center (JIC) will be opened during the disaster to provide public and media information. It will have representatives from government entities involved in recovery efforts. This activity will work in support and close coordination with the RRG, DFO, EOCs, and the RRTF.

C. Recovery Support Structure**1. State-Level Recovery Support Structure**

- a. Recovery will be according to this Appendix and the CEMP.
- b. The Governor, a designated representative, or other individual with legislative authority will represent the state in interactions with the facilities, local jurisdictions, FEMA, and other federal agencies.
- c. EMD will operate from the state EOC. Activities by state agencies will be according to the plans and procedures developed by the agency for recovery.
- d. State agency representatives will be called, as needed, to staff the state EOC during the response and recovery phase.
- e. A Public Information Officer (PIO) may be assigned to the Joint Information Center (JIC) of the local jurisdiction or facility experiencing the event during the recovery phase. This PIO will normally come from EMD, but other agencies may be asked to provide augmentation.
- f. Other state agencies may be required to assist in their areas as the need arises.

2. Local Jurisdiction Recovery Support Structure

- a. Recovery will be provided according to local plans, and the CEMP.
- b. Local emergency management personnel will operate from the local jurisdiction EOC or facility designated. Local agencies and first responders will operate in accordance with the plans, procedures and Standing Operating Procedures (SOPs) for recovery. If deemed appropriate the local jurisdiction elected officials may request that the RRG be assembled. The RRG composition and functions are detailed at Appendix 1, Tab C – Rebuilding and Reconstruction.

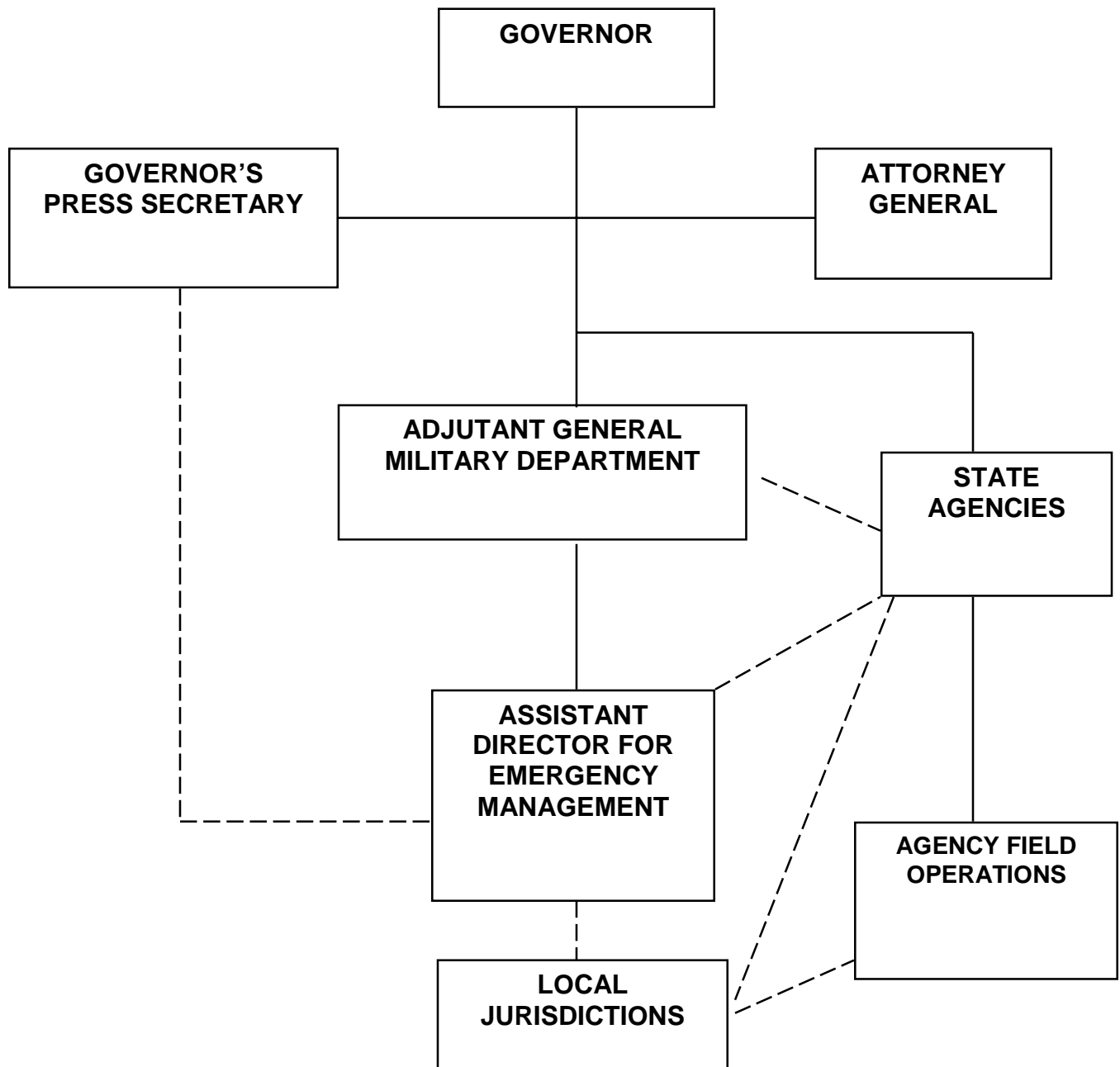
APPENDIX 1
FIGURE 1
AGENCY FUNCTIONAL RESPONSIBILITY MATRIX

	Command & Control	Preparation & Preparedness Planning	Warning	Notification Communication	Public Information	Accident Assessment	Public Health	Social Service	Fire Services	Search & Rescue	Traffic Control	Emergency Medical Services	Law Enforcement	Transportation	Protective Responses	Radiological Food Control	Training	Education	Mass Care	Hazmat
Governor	P	S	S												P					
Military Department/EMD	C	P	P	C	CS		C	C	C	C		C		C	C	C	C P3	P3		S
Health	S	S	S		S	P3	P								S	P3	S		S	S
WSDA	S	S	S		S		S						S		S	P3	S	S	S	
Ecology		S	S	S	S	P3	S			S			S		S	S	S	S	S	P
WDFW		S	S	S	S		S			S	S		S		S	S	S	S		S
WSP		S	S	S	S					S	P	S	P	S			S			S
Military Department/NG		S		S	S					S	S	S	S	S			S		S	S
EFSEC		S																		
WSDOT		S			S						S			P						S
Other State Agencies (WA)		S	S	S	S	S	S	S	S	S	S	S	S	S	S	P3 S	S	S	S	S
Other Organizations		S										P		S			S	S	S	S
Local Government	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P1	P3	P3	P1	S
Facility	P2	P2	P2	P2	P2	P2	P2		P2	P2	P2	P2	P2	P2	P2	P2	P3	P3		A
Federal Organizations		A	A	A	A	A	A	A		A						A	A	A	A	A

A = Assistance
C = Coordination
P = Primary State Level
S = Support

P1 = Primary Local Level
P2 = Primary Facility Level
P3 = Primary Shared

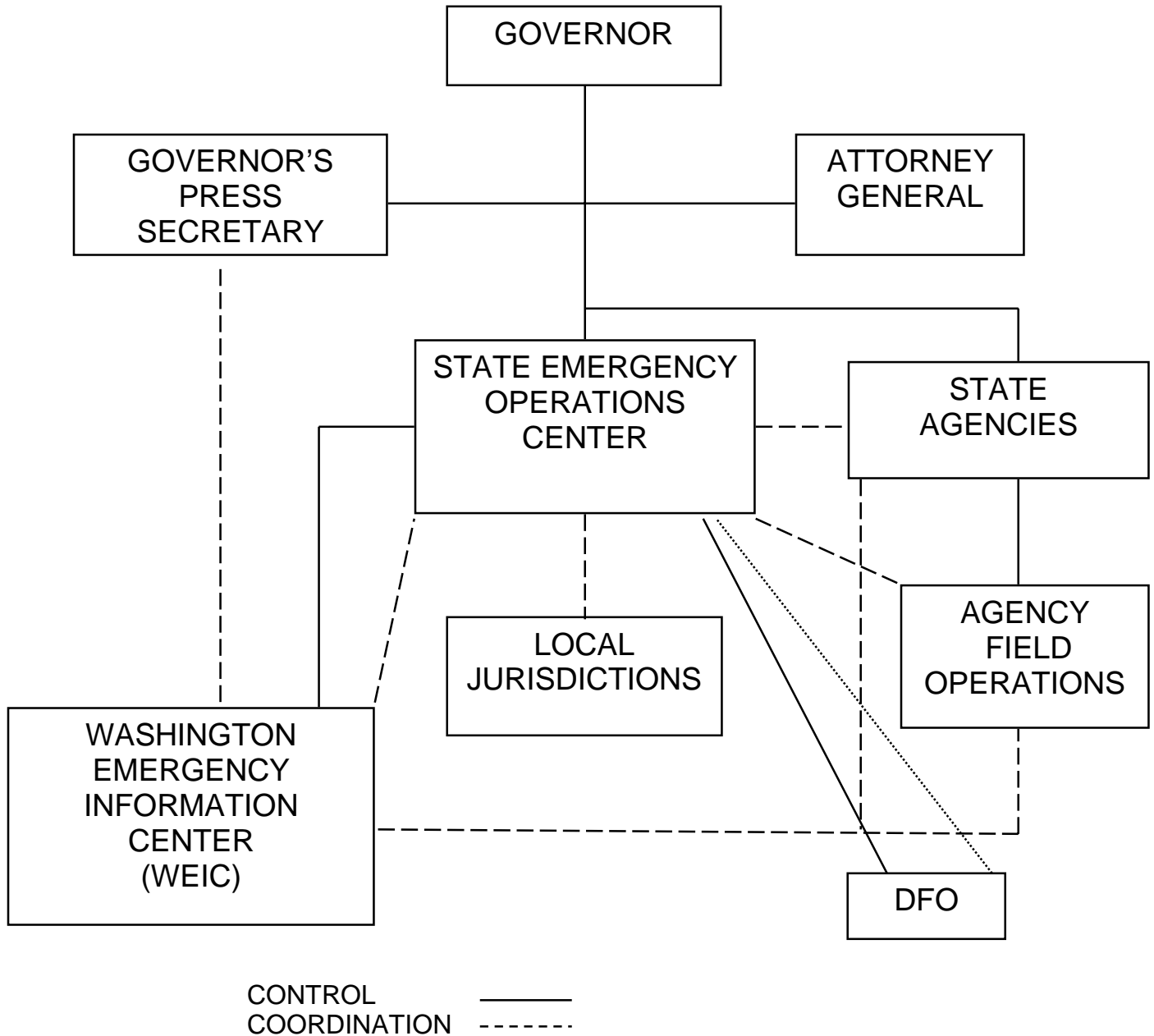
**APPENDIX 1
FIGURE 2
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART**



CONTROL
COORDINATION

—————

**APPENDIX 1
FIGURE 3
EMERGENCY MANAGEMENT OPERATIONAL CHART**



**APPENDIX 1
FIGURE 4
HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT (HIVA)
SUMMARY MATRIX**

Service Location: Date: POSSIBLE COROLLARY IMPACTS	Explosion	Flood/ Urban flood	Landslide	Mud/Rock Flow: Ash	Nuclear Event	Wild Fire	Tsunami	Domestic Water	Power Outage	Communication System	HVAC	Trouble/Fire Alarm	Elevator	Medical Emergency/Epidemic	Spills/Releases	Infrastructure failure: Roads, bridges, etc.	Energy Emergency	Urban Fire	Toxic Gas/Acid Rain	Dam Failure	Terrorism	Riots/Looting On-Site/Off-Site Disturbance	Sabotage	Strikes/Fuel Shortages	Building Shut-down
PRIMARY HAZARDS																									
A. Natural Hazards																									
Earthquake																									
Flood																									
Landslide																									
Severe Storm (ice, snow, wind, rain, etc.,)																									
Drought																									
Volcano																									
Wild Fire																									
B. Operational Incidents																									
Domestic Water Systems																									
Power Outage																									
Communication System																									
HVAC																									
Trouble/Fire Alarm																									
Elevator																									
Medical Emergency																									
C. Technological Hazards																									
Hazardous Material Spills/Releases																									
Airplane Crash																									
Energy Emergency																									
Urban Fire																									
Explosion																									
Dam Failure																									
D. Human Imposed Causes																									
Terrorism																									
On-Site/Off-Site Disturbance																									
Sabotage																									
Strikes/Fuel Shortages																									

**APPENDIX 1
TAB A
REENTRY OPERATIONS**

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to describe reentry operations from an emergency or disaster occurring in the state of Washington.

B. Scope

Reentry operations will vary depending on the disaster and its magnitude and an integral part of recovery. Access to the affected area may have to be controlled to prevent additional persons from becoming endangered by the hazard and to protect property within the area. Other measures are listed under Scope, in Appendix 1, Recovery Activities and Responsibilities.

II. Concept of Operations

A. General

These procedures are developed to ensure coordination between local jurisdictions, Washington State Emergency Management Division (EMD), Washington State Patrol (WSP), Washington state Department of Health (DOH), and the Washington State Department of Transportation (WSDOT) for the purpose of controlling reentry into restricted zones. Other state agencies will also be required to assist local jurisdictions and communities in restoring normal community life and assisting in temporary repairs and debris removal and disposal. Their assistance, as well as federal assistance will be requested through the appropriate Emergency Operations Center (EOC).

B. Procedures

1. Local jurisdictions identify Control Areas, Relocation Zones (RZ), and shelters to assist dislocated and injured persons who have lost their homes due to flood, earthquake, volcanic eruption, etc., or are dislocated due to an evacuation caused by a Hazardous Material (HAZMAT) spill, nuclear or chemical incident, or other human caused disaster. The reentry of property owners and emergency workers into the RZ for short-term work such as care of livestock and for shut down or stabilization of industrial plants may be required. Persons desiring temporary reentry into restricted zones will be instructed by local authorities, via radio and television public service announcement, to report to the local EOC, or designated alternate control point.

- a. In cases of disease or contamination, the state DOH at the state EOC will, in consultation with local officials, make the final decision to allow or disallow the request for reentry.
- b. Upon approval for reentry into a restricted zone, Control Point personnel will verify and retain records indicating the identity, residence, and/or employment of the individual(s) applying for reentry and obtain the:
 - (1) Name, address, and phone number of the person(s) seeking reentry.
 - (2) Date, time, and duration of request.
 - (3) Purpose for reentry.
 - (4) Reentry point and location of area to be visited.
 - (5) Date(s) and time(s) of any previous visits.
 - (6) Obtain signature of person(s) entering the area.

2. Restoring "Normal" Community Life

Disaster effects can vary widely within the community. Some areas will be unaffected, others will experience limited effect, and some will have major impacts. Some will have major impacts that disappear quickly, while others will require protracted periods of recovery. Tailor emergency management strategies to area needs by setting and following priorities to support normal community and economic life. Priorities for restoring normalcy include:

- a. Service restoration.
- b. Re-occupancy of residential and business structures.
- c. Full resumption of normal public services.
- d. Reopening of educational and cultural institutions.
- e. Debris removal and cleanup.
- f. Temporary repairs.

3. Temporary Repairs and other Arrangements to Resume Essential Services.

- a. The nature and extent of the temporary repairs will depend on the situation. Will similar disaster(s) occur again and soon (after shocks, etc.), and could other types of disaster events occur before permanent repairs or replacement can be completed?

- b. Use temporary re-routings to restore service around major breaks.
 - c. Shoring-up of buildings and bridges as a priority item for service restoration and to avoid hazards from falling structures.
 - d. Prioritize restoration of water supply and waste treatment facilities, followed by restoration of water and sewer services to properties.
- 4. Debris Removal and Disposal
 - a. Impact on restoring community attitudes and encourages private recovery efforts.
 - b. Include organizing so those citizens can participate in the effort.
 - c. Bring regulatory authorities into the effort.
 - d. Use current eligible contractors at local and state level as much as possible.
- 5. Rebuilding Resource Stockpiles
 - a. Prepare for further disaster events in the near future.
 - b. Plan restocking priorities.
 - c. Prioritize restocking of items with long lead times.
- 6. Reassignment of Personnel
 - a. Assign lead personnel for reentry activities as early as possible.
 - b. Return staff to regular activities as soon as possible.
 - c. Contract for other outside services to complete reentry activities and temporary repairs
 - d. Hire temporary fill-in personnel to support added workload.
 - e. Ensure continuity of personnel records management.
- 7. Public Information Actions
 - a. Inform the public of ongoing activities such as what to expect, what problems to look for, and what their responsibilities are in reentry and recovery.
 - b. Maximize the use of multiple media platforms to keep the public informed (i.e., TV, radio, press, mailers, and direct contact).

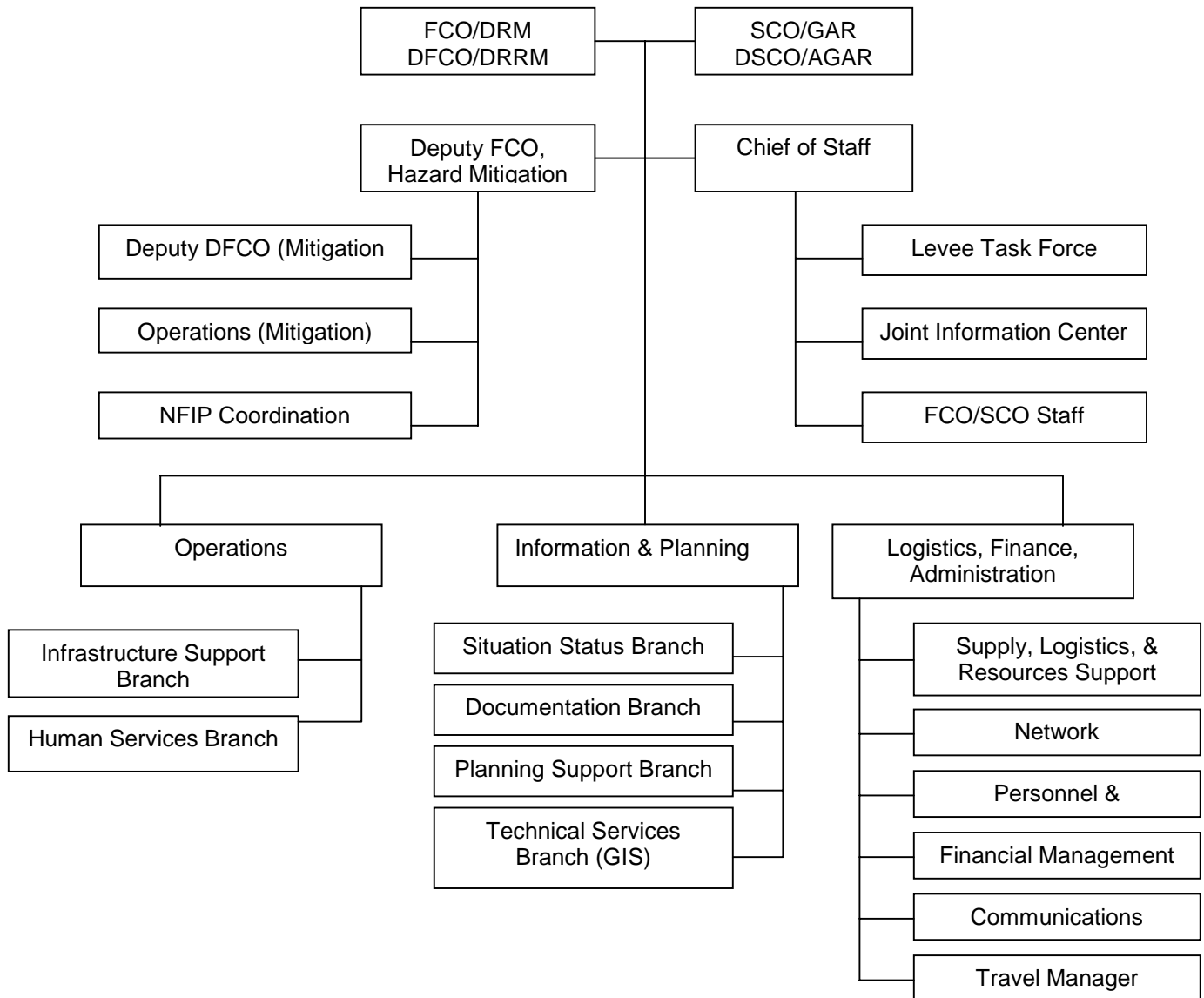
- c. Establish and staff public contact locations to supplement federal and state contact points, using the same location(s) when possible. Use of Joint Information Center (JIC) is recommended.

C. Local Jurisdiction Reentry Activities

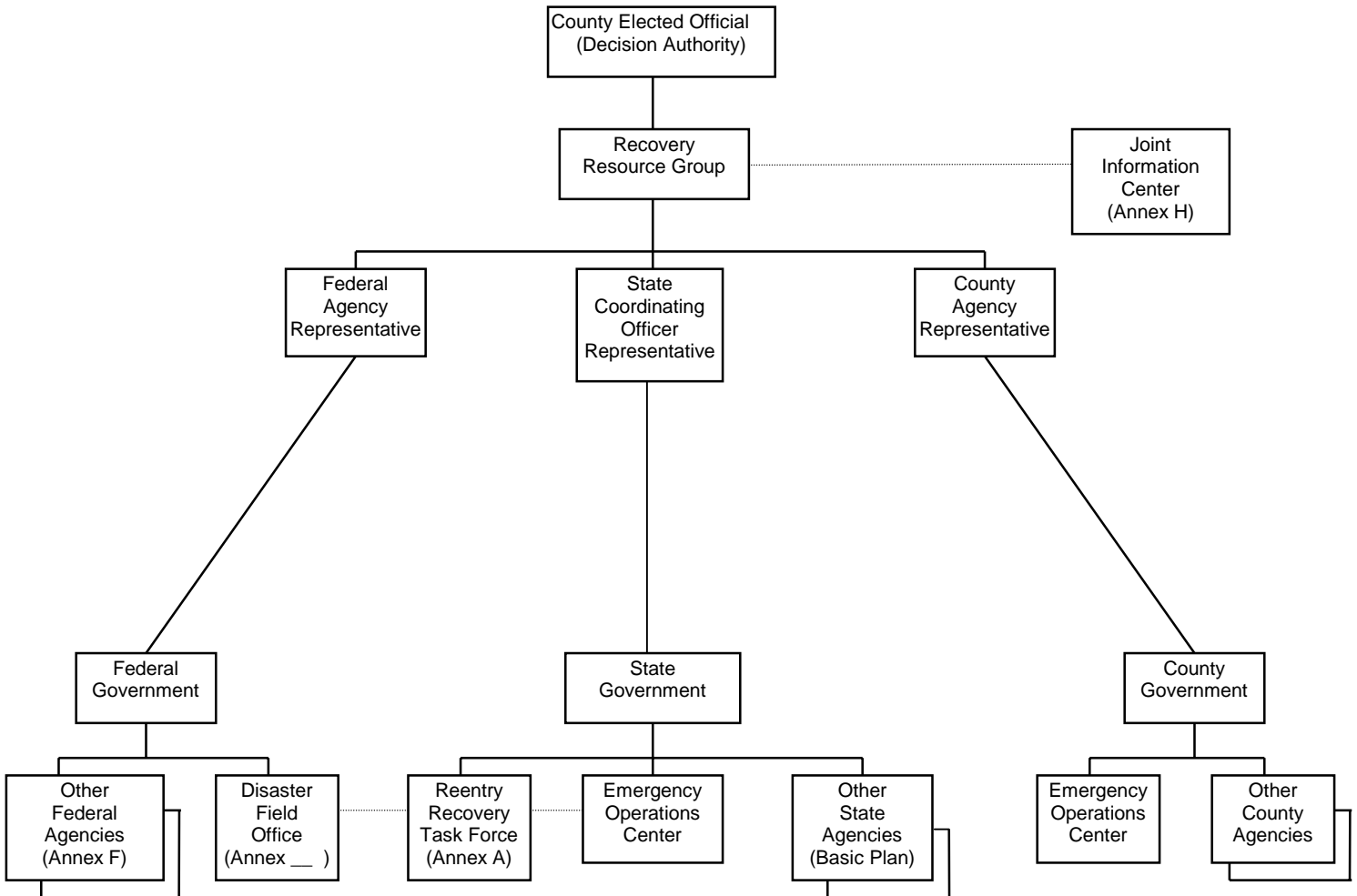
1. Establish designated recovery teams.
2. Divide the area affected by the emergency into sectors and assign a person in charge of every area. Keep that person in the area during the entire emergency.
3. Maintain open lines of communications with your emergency management organization and public officials.
4. Maintain open communications between all staff members.
5. Initiate the work of cleaning. Divide the city into sectors and establish priorities of work such as access to hospitals, fire departments, banking areas, main streets, etc. Share the task with other agencies and review and revise the plan daily.
6. Establish and maintain a register of damages by each geographic area. Continuously gather and update information about the damages suffered.
7. Send a resource person to each shelter to conduct a needs assessment of the shelter, including requirements for adults, adolescents and children.
8. Provide for the psychological and stress related needs of victims and emergency workers resulting from the disaster, in addition to the physical health needs.
9. Coordinate for health and safety concerns.
10. Coordinate with the state EOC for needed resources.
11. Appoint a liaison with the authority and resource to coordinate reconstruction efforts with FEMA, state agencies, private organizations, and individual citizens.
12. Document the damages and damage related activities incurred by catastrophe.
13. Prepare a plan and a schedule for rebuilding.
14. Maintain constant daily communication with citizens to inform them about recovery efforts, reconstruction efforts and to give them new faith and hope. Daily TV and radio messages are recommended.
15. Contact local private companies for help to clean up devastated areas.

16. Return evacuees to their homes as quickly as possible. Time goes by very quickly and the sense of crisis subsides even quicker.
17. Review and revise reentry plans as they near completion and adjust the work schedule accordingly.
18. Shift human resources when and where they are needed. Designated job descriptions may have little significance following a disaster. Be mindful that people need to be moved back to their designated jobs as soon as practicable.
19. Keep appropriate officials involved and informed.
20. Expect contractors, suppliers, and general repair people to arrive from surrounding states and from Canada.
21. Monitor weather conditions and their potential effect on the recovery effort.
22. Monitor and control wild and domestic animals that may raise a safety hazard.

**TAB A
FIGURE 1
NATIONAL DISASTER FIELD OFFICE (DFO) ORGANIZATION**



**TAB A
FIGURE 2
RECOVERY RESOURCE GROUP**



**APPENDIX 1
TAB B
RECOVERY MANAGEMENT**

I. INTRODUCTION

A. Purpose

This Appendix focuses on the recovery phase of a disaster. The most effective strategy at all levels of government is to anticipate the resources needed and to plan for their use. Given the reality of competing priorities, however, recovery issues often do not receive the attention needed by state and local agencies. This Appendix identifies an orderly and managed process for decision-making and recovery activities in a chaotic environment.

B. Scope

1. The term recovery generally refers to the process of attempting to return to normal or improved levels including some form of economic viability. Disaster recovery cannot be seen in terms of returning to a pre-disaster state, because the essence of a disastrous event is that the participants are all irrevocably changed by it. As an agency, community, or jurisdiction makes decisions to move forward with recovery efforts, it will find that the process takes much longer than anticipated, possibly years longer, and the process costs much more than originally anticipated. There is tremendous pressure on elected officials to make decisions quickly, to get things back to pre-disaster status. State agencies must coordinate all public and private resources available and disburse/allocate them to the impacted jurisdiction(s) on a prioritized basis to make the most immediate, positive impact possible.
2. Recovery management is the primary responsibility of the local jurisdiction affected by the emergency or disaster. Assistance may be needed from a Disaster Field Office (DFO) or a Restoration and Recovery Task Force (RRTF).
3. After a disaster, local officials, state and federal agencies, and outside experts must begin discussing how communities will be rebuilt. Decisions made in these early days set the tone for recovery, and can determine the direction for rebuilding.
4. Policy Actions
 - a. Identify the process by which recovery decisions are integrated into the political process. Decide how to integrate the public into the recovery decisions process; for example, include them with representation in the RRTF. The RRTF will need broad representation from community and business groups, civic groups, historic preservation groups, neighborhoods, special

needs groups, and others. Locally elected officials are the perfect conduit and sounding boards through the use of public meetings.

- b. Identify the types of legal authorities needed to be in place that allow for modification, streamlining, expediting, or simplifying of processes and procedures, and for waiving requirements.

II. CONCEPT OF OPERATIONS

A. General

1. Organize and coordinate the recovery effort to get the process started. State direction and control will be in accordance with Appendix 1, Direction and Control, of the *Washington State Comprehensive Emergency Management Plan* (CEMP).
2. The priority will be to get the work force and the citizens through the first days of the disaster so they can start making decisions about recovery issues. The recovery process is slow and it is not linear. Policies need to be established before a disaster or emergency occurs as to what needs to be repaired first and adopt policies accordingly. Local jurisdictions set policies and priorities that impact on public sector services, land use, economic recovery, and psychological recovery.
3. The specific type of emergency will determine the reentry and recovery actions following an emergency. A Washington State RRTF will likely be convened by the Governor, or at the request of the Director of the Washington State Military Department, Emergency Management Division (EMD) after a catastrophic disaster. This group will make recovery and restoration recommendations relating to Washington State agencies and counties. Membership and specific responsibilities of the RRTF are described in the Washington State CEMP, Emergency Support Function (ESF) 21, Recovery and Restoration.
4. The RRTF will determine the extent of economic, social, psychological, and physiological impacts on citizens, the impact on the environment, and serve as a guidance group to the Governor on a program of continued recovery. The RRTF will consult with state agencies and local jurisdictions to determine if active food and goods protective control measures require extension or relaxation. They will then recommend the appropriate course of action to the Governor.
5. The RRTF may be augmented with other agencies as the Governor or designee deems necessary as the emergency or disaster situation warrants.

B. Evaluating the Situation

1. The first order of business is the conduct of a comprehensive situation inventory and a thorough evaluation of that inventory. The inventory

should be divided into lifelines (immediately critical services and facilities to sustain life, i.e., health services, water, food, etc.), public facilities, public services, private residences, and private businesses.

2. The evaluation should provide:
 - a. What is the major disaster condition that must be addressed.
 - b. Which conditions appear to be the most critical and requires the most immediate attention.
 - c. What are the public facility Preliminary Damage Assessment (PDA) costs involved.
 - d. Who must participate (directly or through support).
 - e. What are the approximate timelines required for recovery.
 - f. Which activities may require and be eligible for higher-level assistance.

C. Keeping Track and Getting Reimbursed

1. The DFO is established by FEMA to assist the state and local jurisdictions and federally recognized Tribal governments with disaster claims assistance. See Figure 1, Tab A, Appendix 1 for National Organization.
2. Reimbursement for all eligible costs following a Presidential Declared Disaster is critical to the economic recovery of local, state, and tribal governments. Responding to, and recovering from, a major disaster is incredibly expensive. Disaster-related personnel, equipment or public works costs are not typically included in a baseline budget. Any reserves or discretionary funds are quickly exhausted. A disaster delivers a fiscal one-two punch to local governments. It imposes a huge unbudgeted expense at the same time it decreases the local tax base. Applying for and receiving timely reimbursement for all eligible costs aids specific recovery activities and hastens the re-establishment of everyday government processes. It is a critical determinant in the repair and reconstruction of federally owned government facilities.
3. After the disaster receives a Presidential Disaster Declaration, Washington State Military Department, EMD conducts what is called an Applicant Agent Briefing to provide copies of necessary forms and regulations, and meet the state and federal workers that will advise the local jurisdictions throughout the recovery process. Local and State government agency employees should be afforded the opportunity and strongly encouraged to attend disaster assistance process training prior to an event.

4. Local and state government agencies must be familiar with the current authorities, work eligibility, cost eligibility, application procedures, project worksheet process, and other details of the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program for use in the event of a Presidential Disaster Declaration.
5. Local and state government agencies need a disaster cost-tracking system based on federal/state requirements for, and compatible with, their normal accounting system. It should include a mechanism for tracking personnel, equipment, and activities from the moment the disaster strikes.
6. Police, fire, emergency services, building department, public works and other key response and recovery personnel must be trained to implement and use a disaster documentation system at the onset of a disaster.
7. An initial review of public sector damage, followed by a thorough review of all damages will need to be conducted. Jurisdictions will need a timely system to report the status of damaged facilities. Project Worksheets (PWs) will need to be filed/approved, and payments received/pending logged. The use of monthly or quarterly fact sheets to update elected officials, city administrators, and media representatives is recommended.

D. Coordinating the Local Recovery Effort.

The local jurisdiction, state, and Federal Coordinating Officer (FCO) will work through their respective EOC to tap into the resources of their government. The FCO will be responsible to establish liaison with other federal agencies participating in recovery activities. In addition to coordinating with their EOC, the COs can expect to coordinate with the DFO, RRTF, a Service Response Force (SRF), or a Federal Radiological Monitoring and Assessment Team (FRMAT).

E. Communications with the Media and the Public

1. Officials representing local government need to take the lead in communicating with the public. They know the citizens and can obtain the best sense of the community's needs. The human support systems needed by the citizenry to weather the crisis and the early rebuilding period will need to be identified, obtained, and made available.
2. Communications are a critical element of recovery. Establishing and maintaining effective communication channels will be one of the determinants of successful recovery. During a crisis everyone wants information immediately. It is vital to plan mechanisms to foster communication, or ways that people can ask questions as well as receive information.
3. Media professionals want to know the Who, What, Where, When, Why and How of every significant news event. Immediately after a disaster, such as a major earthquake, emergency public information officers will be asked about the epicenter, magnitude, casualties, property damage,

search and rescue, and relief assistance. As months go on, it remains important to keep the media apprised of recovery issues and programs. Emergency public information and crisis public relations planning will ensure the media are provided with accurate information.

4. Official visitors from outside the area will quickly converge on the disaster site. The larger the disaster, the bigger the multitude who will come to look and learn. In the midst of response and initial recovery activities, expect to host high-level state and federal government officials, foreign delegations; national and international specialists, academic researchers, and colleagues from other jurisdictions who hope to learn some lessons firsthand. Official visitors create opportunities simultaneously. They can communicate to others the need for additional funds or resources. Ultimately, their sharing of information with interested national and international communities enhances preparedness, response, and recovery knowledge and competence.
5. In summary, Public Information Officers (PIOs) and the Joint Information Center (JIC) are an integral part of the recovery process. They stay in close contact and constant coordination with the DFO, and the RRTF in the conduct of their duties. They inform the public, the media, and handle official visitors to provide the most advantageous light on a terrible situation. Annex H, Public Information is dedicated to the PIO and the JIC roles during recovery.

F. Use of Volunteer Resources

1. **Disasters invoke an outpouring of volunteer assistance. The volunteer response takes two forms:**
 - a. Volunteers associated with organizations with designated response and recovery roles such as the American Red Cross and Salvation Army and other organizations.
 - b. Individuals who wish to help. The response plan should deal effectively with convergent volunteers and the skills and resources they offer. Plan for the use of volunteers.
2. **Successful volunteer plans will:**
 - a. Designate a volunteer manager and backup or identify an individual experienced in volunteer management to assume this responsibility.
 - b. Plan to screen, register, and assign volunteers against criteria previously developed.
 - c. Ask for assistance from local nonprofit agencies that are experienced in volunteer management. Approach local volunteer agencies for assistance in screening, orienting, and assigning

volunteers to departments and organizations in need of additional personnel.

- d. Identify one or more volunteer staging areas where people can be screened, oriented and assigned to assistance roles.
- e. Make provisions for the care, feeding, transportation, and shelter of volunteers.
- f. Ensure that volunteers understand they will be covered by workers compensation but are **not eligible for any monetary compensation**.
- g. Determine volunteer positions that need to be filled and develop a job Classification Questionnaire for each function with written checklists of duties, etc.
 - (1) Register volunteers and provide identification tags or badges.
 - (2) Provide sign-in/sign-out time sheets.
 - (3) Consider background checks for criminal or medical history for sensitive positions.
 - (4) Maintain volunteer records.
 - (5) Other as needed.
- h. Establish a method for integrating volunteers into other volunteer groups and nonprofit agencies, i.e., drivers, warehouse personnel, data entry.
- i. Train local government staff, including emergency responders, how to incorporate volunteers (e.g., neighbors) into the response and recovery effort.
- j. Establish guidelines and provide training for the proper use of special equipment, as available.
- k. Ensure that the local jurisdiction or state agency legal counsel (i.e., prosecuting attorney, agency assistant attorney general, etc.) is prepared to address the use of volunteer workers and volunteer worker-related liability issues and questions.
- l. Identify post-disaster positions, by department, to assign volunteers.

3. Volunteer training requirements might include:

- a. Supervisors/management.

- b. Interviewing activities.
- c. Clerical duties.
- d. Translators and sign language interpreters.
- e. Public Information Office.
- f. Runners/messengers.
- g. Amateur radio operators.
- h. Literature distribution.
- i. Neighborhood leadership and coordination.
- j. Damage assessment.
- k. Trainers.
- l. Shelter workers/managers.
- m. Childcare workers.
- n. Home clean up.
- o. Volunteer hosts.
- p. Counselors.
- q. Food service volunteers.
- r. Transportation support.
- s. Traffic directors.
- t. Supply support.
- u. Medical support.
- v. Home care assistants.
- w. Search and rescue workers.
- x. Technical support such as carpenters, electrical repairers, heavy equipment operators, plumbers, reconstruction experts, rubble/debris removal, structural engineers, etc.

G. Donated Goods and Services

1. The publicity and media coverage detailing the extent and degree of damage caused by the disaster will result in money and material goods being donated to victims, relief organizations, and local jurisdictions. A mechanism must be in place to administer donated goods and money.
2. While monetary donations are preferred, materials such as food, clothing, blankets, medical supplies, prescriptions and blood, toys, and sleeping bags may be sorely needed, in manageable amounts. In order to ensure that all items are accounted for, a system must be developed and in place to receive, store, sort, and disburse donated monies and goods. Managing, sorting, and disposing of inappropriate or surplus goods must be anticipated and planned. Public information can assist in identifying and publicizing needs as well as how and where to make donations.
3. Emergency Support Function (ESF) 7, "Donated Goods and Services Management" of the state CEMP, covers the process to be used in performing this function. The local jurisdiction, in coordination with EMD will:
 - a. Quickly assess the kinds of donations that are needed. Issue a press release at the JIC, detailing them. State a preference for money and indicate organizations that can use it.
 - b. Set up a mechanism to receive cash donations i.e., an account with State Treasurer or Disaster Trust Fund Account. Publicize where to send donations and how to make out the checks.
 - c. Assign a staff person or persons to manage incoming donations and/or work with a community foundation that might manage them.
 - d. Publish guidance for other community agencies and organizations that might receive donations.
 - e. Decide how, where, and when to distribute donated funds and/or goods. Set up a coalition of community groups and elected representatives to decide who is most in need and what kinds of needs will be the highest priority.
 - f. Locate available warehouse space for receiving, sorting, and disbursing donated goods.

H. Taking Care of Employees

1. During the recovery phase, all local and state employees may be called on to perform in unfamiliar roles and environments, under conditions of fatigue and extreme stress, and often out of touch with family members for extended periods of time. Other employees fulfilling necessary ongoing government functions must be kept informed so that they do not

feel left out and should be made to feel that they are contributing to the recovery efforts.

2. The following are actions that state agencies should take and employee assistance plans should include:
 - a. Develop and provide plans to assist employees in locating their family members if a disaster occurs during work hours.
 - b. Determine what provisions exist for employees who suffer losses (i.e., time off, financial aid, loans, and other assistance).
 - c. Develop and have a policy in place regarding pay. Will employees be paid for the first days of the emergency when some might not make it into work? Will employees be paid overtime? Should they report to alternate work locations if unable to reach the normal place of work? If so, where and by what authority. Communicate policies clearly to all employees.
 - d. Establish provisions for employees maintaining the functions of government. Debriefings, following the event, should be available and required for all employees, including management.
 - e. Establish temporary hiring criteria.
 - f. Provide opportunities for interested staff to receive training as Critical Incident Stress Debriefing Peer Counselors. The American Red Cross (ARC) routinely offers such training.
 - g. Make requests for mental health counselors.
 - h. Establish a method for periodic staff update briefings to ensure that personnel are aware of recovery efforts and progress. This will relieve staff anxiety and foster cooperation.
 - i. Educate supervisors and staff about stress responses so that they understand their reaction is normal for an abnormal situation.
 - j. Develop or obtain handouts that address employee safety in performing post-disaster damage and safety assessments.
 - k. Provide for the safety of staff working in unsafe areas, field sites, or in disaster areas (i.e., identification, hard hats, communications, vests, transportation, etc.).
 - l. Provide special accommodations for employees who must commute long distances, who have family responsibilities, have need for childcare services, counseling, and other support services.

- m. Provide assistance to staff in handling work overload and adjusting priorities.
- n. Provide guidance to staff on how to respond to frustrated and angry members of the community. Emphasize skills for dealing effectively with the disaster survivors.
- o. Expect larger-than-normal personnel turnover during the initial months and first years after the disaster. Also, anticipate a higher rate of serious illness.
- p. Prepare both supervisors and personnel for the fact that most people experience some letdown after a disaster operation, and may have difficulty adjusting to a regular job and family life.
- q. Familiarize staff sufficiently with the functions of other agencies so that they can refer calls and help the public appropriately.

I. Setting Priorities

1. EMD, RRTF, or the RRG will solicit recommendations from county, state, and federal agencies on the priority of actions taken to:

- a. Eliminate life-threatening conditions.
- b. Restore utility and transportation services.
- c. Provide and restore suitable housing conditions.
- d. Resume normal economic activity.
- e. Expedite the securing of financial assistance from both the public and private sectors.
- f. Restore other important community services to normal levels.
- g. Restore the community's physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
- h. Return of all essential services (i.e., water, sewage, electricity, gas, refuse pickup, etc.).
- i. Return personnel to normal work schedules and assignments.

2. Resuming normal operations and services:

- a. Develop a phased recovery program with a priority of work plan.
- b. Modify service levels to expedite resumption of service to the entire impacted area.

- c. Contract services, as necessary, to assist with rapid service resumption.
- d. Consider if the operating base(s) are impacted and look for alternate support facilities.
- e. Keep appropriate regulatory authorities advised and current (water quality, solid waste, air quality, etc.).

3. Inspection of structures:

- a. Qualifications of inspection personnel.
- b. Findings and marking of "Safe, Limited Entry, Unsafe," or equivalent building classification conditions and their consequences.
- c. Obtaining outside assistance for inspections (building inspectors, consulting engineers, state and federal safety agencies, etc.).
- d. Develop a written policy for handling disputes with property owners disagreeing with postings.
- e. Prioritizing inspection process:
 - (1) Command and emergency operations facilities.
 - (2) Health facilities.
 - (3) Housing - temporary, re-occupancy, replacement, in order.
 - (4) Food supplies and services.
 - (5) Public buildings and operating facilities.
 - (6) Educational institutions.
 - (7) Business, financial institutions.
- f. Managing records:
 - (1) Identify and be knowledgeable of the records needed for recovery and grant assistance.
 - (2) Make personnel assignments for who will assemble and coordinate records.
 - (3) Establish a priority for filling identified gaps in the records.
 - (4) Coordinate records with other internal and external agencies.

4. Recovery policy issues and problems:

- a. Setting priorities.
- b. Dealing with demands from the community.
- c. Dealing with community opposition to rebuilding or replacement.
- d. Historic preservation and utility of repairing older buildings.
- e. Dealing with restrictions on replacement of lost buildings.

III. Responsibilities

A. General

- 1. General responsibilities for state agencies are shown in the state CEMP, Figure 3, Emergency Support Function Participating Agency Responsibilities Matrix, Appendix 1, under Section V., Responsibilities.
- 2. Responsibilities for local jurisdictions are included in the Concept of Operations section of the CEMP, supported by the Recovery Plan.
- 3. The complexity of emergency management operations during recovery requires that direction, control, and coordination channels be formalized and understood by participants. The recovery effort should be coordinated by RRG comprised of local, state, and federal agencies through the DFO, the RRTF, and EMD.

B. Local Jurisdictions

- 1. Local jurisdictions are responsible for declaring an emergency (RCW 36.40.180 and RCW 38.52.070) and requesting a state proclamation of emergency to obtain external assistance.
- 2. Local jurisdictions participate in the decision-making process on all recovery activities affecting their jurisdiction.
- 3. Local jurisdictions conduct damage assessments and determine local recovery priorities. Counties are the coordinators for all local public agencies, such as cities, towns, utility (water, sewer, electrical) districts, school districts, Indian tribes, fire districts, drainage districts, and diking districts.

C. State Agencies

- 1. The Director of the Washington State Military Department, subject to the direction and control of the Governor is responsible for coordinating the emergency management program for the state. Direction and control is usually delegated to the Director for EMD, in cooperation with the state

agencies, local jurisdictions, volunteer organizations, and the private sector. The Governor proclaims a State of Emergency and requests federal assistance, as needed.

2. State agencies provide the Emergency/Disaster Liaison Coordinator to the state EOC to coordinate agency emergency management activities.
3. For a Presidential Disaster Declaration, a State Coordinating Officer (SCO) and a Governor's Authorized Representative (GAR) are appointed by the Governor for the purpose of coordinating state and local jurisdiction disaster assistance efforts. The SCO is the principal point-of-contact for the FCO for coordination of federal assistance with state and local jurisdictions at the DFO. The GAR is appointed and empowered by the governor to execute, on behalf of the state, all necessary documents for disaster assistance. The SCO will normally represent the state of Washington.

D. Federal Agencies

The President will designate a FCO to coordinate the federal government agencies required to support the recovery effort. Normally the FCO will be a senior member of the federal agency primarily responsible for the recovery effort. Federal agencies will coordinate and support recovery requirements from the FCO.

**APPENDIX 1
TAB C
REBUILDING AND RECONSTRUCTION**

I. INTRODUCTION

A. Purpose

The purpose of this Tab is to describe rebuilding and reconstruction operations from an emergency or disaster occurring in the State of Washington.

B. Scope

Rebuilding and reconstruction operations will vary depending on the disaster and its magnitude. When a disaster causes widespread loss of buildings, bridges and roads, and other infrastructure elements, opportunities may arise from misfortune to re-shape and rebuild with higher standards, improved arrangements, or more capacity. Consideration must be given to:

1. Special legislation for procedures, regulations, standards, direct assistance, special levies, appropriations, emergency contingency funds, bond issues, and other matters. Planners must consider lead times versus federal and other assistance deadlines.
2. Urban Renewal
 - a. Adhere to required time frames for disaster grants and other assistance.
 - b. Use tax increment financing (where applicable) to fund infrastructure betterments and other community improvements.
 - c. Review state and federal laws for the process of redevelopment.
 - d. Use as a planning opportunity for growth management and enhanced disaster mitigation.
3. Combine Disaster Assistance with Local Capital Programs
 - a. Combine funding potential to stretch the effectiveness of available local funds.
 - b. Ensure knowledge of the rules for the various funds involved (particularly when seeking two or more types of funds or matching funds from a single or multiple sources).
4. Enhance Lifeline Systems
 - a. Increased capacity when needed.

- b. Improved performance and reliability.
 - c. Reduced future disaster risk or improved hazard mitigation.
 - d. Improved access.
 - e. Improved environmental performance (air quality, water quality, etc.), including conformance with regulations.
 - f. Improved potential for economic development.
 - g. Improved esthetics and mandated betterments as conditions for repair, rehabilitation, or replacement.
 - h. Consider abandonment of repetitive loss areas and relocation for better service.
5. Permits
- a. Identify permitting requirements early.
 - b. Include permitting requirements as part of recovery management planning.
 - c. Identify needs for environmental assessments for recovery projects.
 - d. Streamline procedures and reduce requirements to facilitate and expedite recovery and reconstruction.
 - e. Find alternatives when buildings and facilities are not eligible under law for permits to repair or rehabilitate.
6. Improved Construction and Planning Standards
- a. Benefit from analysis of building and infrastructure failure related to the disaster.
 - b. Revise local and state codes and standards to minimize similar failures in future disaster events.
 - c. Review the possible revision or the strengthening of codes to facilitate community restoration.
7. Tapping Possible Sources of Funds
- a. Federal Agencies
 - (1) Housing and Urban Development (HUD) grants through the Department of Community, Trade and Economic Development.

- (2) Department of Transportation (DOT), demonstration highway/bridge projects Federal Highway Administration (FHWA) and UMTA transit assistance through the WSDOT.
- (3) Environmental Protection Agency (EPA) wastewater, rural water and sewer grants.
- (4) Civil Defense program flood control funds through DOT.
- (5) Economic Development Programs. (EDA).

Annex F lists disaster relief programs available.

b. State and Regional Programs

- (1) Bond Programs.
- (2) State capital programs.
- (3) Historic preservation grants.
- (4) Economic development assistance.

c. Private Programs

- (1) Foundations.
- (2) Businesses, associations, individuals.
- (3) Educational endowments.
- (4) Research grants.

II. CONCEPT OF OPERATIONS

A. General

It is difficult to separate response and recovery into neat, clearly defined, and separate entities. It is also difficult to put rebuilding and reconstruction into a neat little package. Rebuilding and reconstruction is part of restoration, which is an element of the recovery process. This activity starts way back in the response phase of a disaster with the initial damage assessment or windshield surveys performed by Red Cross volunteers. It continues with more detailed surveys and disaster assessments conducted by engineers. Similarly, rebuilding and reconstruction itself starts with debris removal, restoration of transportation systems, electricity, telecommunications, water and wastewater systems, medical systems, and finally repair of damaged structures and replacement of

destroyed ones. It is not a sequential process, but more of a concurrent process, with conflicting demands and priorities.

B. Procedures

1. Damage Assessment

- a. Damage assessment depends on the type of disaster. In the aftermath of firestorms, damage assessment constitutes determining the location of the fire line and the number of burned buildings, homeless, total injuries, and deaths. In floods, it defines the limits of flooding, the amount of flood damage to buildings, bridges, roads, and the number of homeless and deaths. In earthquakes, damage assessment concerns damaged buildings, bridges, roads, utilities, and the number of homeless, injuries and deaths.
- b. Many forms have been developed to summarize damage assessment, and are included in the *Disaster Assistance Guide for Local Governments*. Forms are fine if available, if not, plain notepaper may be used. The information must identify:
 - (1) Time of inspection.
 - (2) Location and address.
 - (3) Type of damage.
 - (4) Dollar estimate.
 - (5) Who made the estimate.
- c. Initial (windshield) damage assessment addresses power lines down, water main broken, building damage, etc.
- d. In building inspections it is prudent to err on the safe side. If you think buildings should be closed until a structural engineer can check it out, close the building. If you think a bridge should be closed, notify maintenance so they can place barricades. Do so recognizing the potential economic factors and liabilities.
- e. Finite accuracy is not needed in the initial damage assessment estimate of repairs. The nearest \$1,000 in your judgment will do. You may find damage such as broken water mains that you would not know how to estimate the cost of repairs. Report the type of damage and the location. The experts from the responsible agency can handle the cost details in those instances during the formal joint federal/state/local preliminary damage assessment.

2. Restoration of Essential Services

a. Debris Removal

- (1) Public works and engineering are responsible for the overall coordination of state and local public jurisdiction debris removal efforts.
- (2) Debris removal efforts focus on clearing major transportation routes to allow for the movement of emergency vehicles, traffic, and emergency resources and supplies. After major transportation routes have been cleared, debris will then be removed from secondary roadways, residential and local roadways, and public parks as prioritized in local or state plans.
- (3) Debris disposal becomes a problem after a disaster. Landfill capability can quickly be overburdened. Burning provides the expeditious means of disposal, but can become a public health hazard. An authorized burn site away from population concentrations must be identified and proper authorization and permits obtained. Construction debris should be separated and disposed of accordingly.

b. Transportation Systems

- (1) Damage to transportation systems will influence the accessibility of disaster relief services and supplies, as well as economic continuity. Restoration of transportation systems is designed to make sure that those systems have the capacity to facilitate the movement of emergency personnel, vehicles, equipment, and supplies.
- (2) State and local officials need to establish an inventory of available transportation services and resources, prioritize and allocate transportation resources and services to support disaster assistance missions, and control air and marine traffic into the disaster areas. Private roads and bridges are the responsibility of individual owners. Public/private partnerships should be formed prior to a disaster to provide mutual support.

c. Electricity

Restoration of electrical service will begin as soon as major transportation routes are cleared of debris. The Office of Trade and Economic Development Energy Division will assess damage to electric power and fuel systems, assess energy supply and demand, and identify resource requirement to repair damaged systems. They will work closely with local utilities to establish

priorities for repair of damaged energy systems and to provide energy sources of fuel and power. Some private repairs may be required before reconnection is possible.

d. Telecommunications

Local Emergency Management will review inventories of public and private communications equipment and resources available to support recovery efforts and make necessary arrangements to deploy this equipment and resource to the disaster areas. Local Emergency Management will implement a temporary emergency telecommunications system for use by emergency personnel and the general public. Additional equipment, such as transportable switchboards, portable satellite uplinks, microwave systems, and towers, may be made available as needed either through state and federal agencies or through commercial vendors upon depletion of local resources and mutual aid.

e. Water and Wastewater Systems

If potable water systems are contaminated, local and state departments of health will be notified by local and state agencies to determine the appropriate protective actions to be taken. Public works and engineering support necessary to repair or restore damaged water and wastewater systems will be coordinated with local utilities. Additional equipment, such as generators and pumps necessary for wells supplying water, operating lift stations, and repairing broken water mains needs to be identified, prioritized and repaired.

3. Long-term Recovery

a. Long-term recovery efforts focus on community redevelopment and restoring the economic viability of the disaster areas. This requires a substantial commitment of time and resources by all levels of governmental and non-governmental organizations. These efforts include:

- (1) Restoring public infrastructure and social services damaged by the emergency or disaster.
- (2) Re-establishing an adequate supply of housing.
- (3) Restoring lost jobs.
- (4) Restoring the economic base of the disaster area.

b. Repair of Damaged Structures

- (1) Repair of overpasses, bridges and roadbeds to restore transportation will take first priority after an earthquake,

food, avalanche, volcanic eruption or other interruption of a major transportation system. Interruption of the I-5 corridor in western Washington would have catastrophic consequences on the state's transportation system.

- (2) Thousands of buildings could be damaged or destroyed in an earthquake. Some buildings, or portions of buildings, could pose an immediate threat to adjacent property or public rights-of-way. These need to be dealt with quickly. In many instances demolition might take priority over reconstruction efforts. Emergency orders may be required by local jurisdictions authorizing public works personnel to perform abatement work.
- (3) Standards of repair must be adopted. These will vary with the circumstance and the local jurisdiction. It should be predetermined whether the area of repair should comply with all applicable codes. For instance, if the structure has received above a given percentage of damage, should the whole structure require upgrade? Waivers might be granted where repairs to upgraded standards are economically impractical or infeasible.
- (4) In establishing standards of repair, authorities may decide that the local threat of recurrence of an earthquake, flooding or other calamity requires buildings above substantial damage, identified as a minimum threshold by FEMA, be upgraded to current codes. Hazard mitigation efforts must begin with those buildings demonstrated most susceptible to recurrence of the disaster.
- (5) Buildings of historical significance may be eligible for consideration under provisions of the State Historical Building Code.
- (6) The rebuilding effort will require significant state, local jurisdiction, and community involvement from architects, engineers, building owners, business associations, and preservationist concerns. Many will have conflicting views, priorities and requirements. The state may have to establish a board of disaster appeals to review damage assessment reports, requests for variances, and expedite determination of appeals.
- (7) Proposed ordinances must be quickly reviewed, and variance implications determined. A lack of precedent and a clear definition of standards for repair and upgrading of disaster-damaged buildings and the need for quick decision will make the task more difficult. Quick adoption of streamlined procedures, with public input, will continue

the process of recovery and hopefully mitigate the effects of the next event.

C. Coordination for Long Term Recovery

EMD will coordinate the handling of federal funds through FEMA. Recovery staff will provide technical assistance to local governments and private not-for-profit organizations to gain access to state and federal funding programs. They will establish and maintain contact with key state and local officials to ensure effective communications and problem solving.

D. Close Out

1. When recovery efforts have been sufficiently completed, the State Coordinating Officer will recommend to the Governor, or his authorized representative, that the State Recovery Coordinating Office be closed.
2. The appropriate state offices will continue to administer the disaster recovery programs in a way to meet federal and fiscal close out requirements.

**APPENDIX 1
TAB D
PUBLIC AGENCY RECOVERY**

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to describe the policies and procedures required for restoring normal operations to a public agency impacted by a technological or large-scale natural disaster.

B. Scope

The event and the extent of destruction and losses suffered will determine reentry and recovery activities. This appendix assumes that agencies have in place, or will develop, plans for full business resumption.

II. CONCEPT OF OPERATIONS

A. General

1. In all types of disasters, accurate damage assessment and administrative diligence are the keys to recovery. Agencies must be prepared for the mountains of paper work and the years of staff time it will take to deal with the red tape caused by a major disaster.
2. An initial assessment of damages will be submitted to Washington State Military Department, Emergency Management Division (EMD) regarding state-owned equipment, supplies, and facilities. If the disaster is found to be of such severity and magnitude that effective response is beyond the capabilities of the state government, a determination of requesting a Presidential Declaration of Emergency or Disaster will be provided to the Governor as outlined in the *Disaster Assistance Guide for Local Governments (DAGLG)*. Should the damages not warrant a request for a Declaration or the Declaration is denied, other state or federal assistance may be reviewed, (including supplemental budget requests). The *DAGLG* provides suggestions for other funding. General guidance for disaster program administration can be found in Public Law 93-288, the Disaster Relief Act, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which is codified in the Code of Federal Regulations Title 44. For each disaster, the guidelines must be reviewed for changes, especially as it relates to reimbursement for costs.
3. It is imperative that a detailed accounting system be established early in the response phase and continued through the recovery phase. Even though the eligibility requirements and funding sources are changing from disaster to disaster, the basis for reentry and recovery remain the same. Many costs are incurred from an emergency or a disaster. Some are

direct and some are indirect. Costs to be considered are search and rescue, debris removal, emergency measures, costs to support other agencies and contractors which are assisting, damages to public structures and infrastructures, overtime, fringe benefits, administrative costs, building inspections, and engineering. Disaster-related costs must be kept separate from regular maintenance. These eligible costs will be identified in the *Public Assistance Guide*.

4. Successful recovery requires an accurate accounting of all disaster-related costs. An earthquake may require the complete inspection of all public facilities (i.e., public buildings, streets, infrastructure, mechanical equipment, etc.) by qualified engineers. This should be completed soon after the initial disaster and approximately six to nine months later to identify additional damage not evident earlier due to submersion or inaccessibility.
5. All reported damages should be filed separately by the facility using the Federal Emergency Management Agency (FEMA) forms and categories. This will help with applications submitted to FEMA and the state, and will provide the basis for assistance. All direct and indirect costs should be considered and recommended as soon as possible, even costs that are not presently eligible for FEMA reimbursement under Public Law 93-288, as amended. Many costs, such as labor fringe benefits, contract administration, disaster publications, and disaster claim preparation costs are often overlooked.

B. Procedures

1. Each agency is responsible and accountable for its own disaster recovery/business resumption plan and program. Agencies using external services must coordinate their disaster recovery/business resumption plans with service providers.
2. The disaster recovery/business resumption plan is primarily for agency use. Agencies may adapt these guidelines to meet individual needs, but all applicable elements of the procedures must be included in the plan. A disaster recovery/business resumption plan must contain enough information to enable agency management to assure the agency's ability to resume mission-critical services and operations. A disaster recovery/business resumption plan may contain references to another organization's disaster recovery/business resumption plan, or to an agency's internal policies, standards, or procedure manuals.
3. Agencies need to review, update, and exercise their disaster recovery/business resumption plans frequently. Agencies must update their plans whenever the agency's operational environment undergoes significant changes. Such changes may include the physical facility, computer hardware/software, telecommunications hardware/software, application systems, organization, operating procedure, mission, or budget.

4. If two or more agencies participate in shared operating facilities, they should develop a joint disaster recovery/business resumption plan that meets their mutual needs.

C. Vulnerability Analysis (Risk Assessment)

1. Document the threats that could debilitate operational ability and the ability to provide service or perform the agency's mission or cause operational interruption. Determine the vulnerabilities of service areas to potential threats. Estimate the loss potential of a service area by quantitative or qualitative means. Define the level or duration of service outage that constitutes a disaster or triggers the recovery plan.
2. Document the operational, legal, and financial impact from a disruption or disaster affecting any service area of the agency, and what is needed to resume mission critical services and operations.
3. Large-scale disasters often take the form of unforeseen events that cause damage or lengthy disruption or threaten to do so. Disasters may evolve from problems that disrupt normal operations and then worsen, or continue so long that the disruption becomes critical. Disaster recovery plans should address specific procedures for both situations. Emergency procedures direct the response to disaster events. Planning procedures direct the response to problems. Procedures may result in the declaration of a disaster and activation of the recovery plan.
4. Disaster recovery plans must describe the steps to follow for escalating unresolved problems to disaster status. The purpose of problem escalation procedures is to define the steps and time intervals leading up to the declaration of a disaster. These procedures require use of a contact tree, a list of individuals to be notified of the situation at specified time intervals following the event. The contact tree represents an ever-widening circle of management and key technical staff. Such a procedure ensures that key decision-makers become aware of the situation in order to make more timely and informed decisions. As the situation becomes more pressing, the procedure must trigger calls to the disaster recovery/business resumption team, upper levels of management, clients, suppliers, and the public.
5. Procedures should be in place for data collection by site or facility. The data should be consolidated and forwarded to management for needs assessment and prioritization. Only when the needs are extreme should they be forwarded to the state EOC.

D. Recovery Operations

1. Outline a recovery flow by charting the sequence of steps to follow when a disaster situation has occurred or may potentially occur.
2. Establish the agency recovery team organization:

- a. Document the agency staff and management team responsibilities for putting the recovery plan into effect.
 - b. Identify an alternate for each team member.
 - c. Include team or individual assignments of responsibility by area of expertise, and as close as possible to the normal operating environment, or provide back up and or cross training.
 - d. Establish a means for personnel and communications staff to issue information about special work assignments, conditions, or locations.
 - e. Establish and test alternate communication systems.
3. Recovery team procedures.

Document the procedures required to achieve recovery based on priority of essential services. Procedures for each team should consist of the following as a minimum:
 - a. A team roster with contact means and procedures.
 - b. Preparation requirements, training, and interfaces.
 - c. Safety and emergency procedures.
4. Exercise and evaluate the plan thoroughly. Clearly state the goals and objectives for conducting exercises. Include the policies and guidelines applicable for the exercise. Formulate a schedule, listing the criteria for each evaluated task, and the frequency or target date of the exercise. Include a brief report describing results achieved for each evaluated task. Agencies using external services must plan, schedule, and conduct their disaster recovery/business resumption plan exercises in cooperation with service providers.
5. Assign plan maintenance responsibility, and provide a schedule for regular, systematic review of the content of the disaster recovery/business resumption plan. Document the procedures used to make changes to the plan. Provide policies and procedures for distributing the disaster recovery/business resumption plan and for updating the plan.

**APPENDIX 1
TAB E
BUSINESS RECOVERY**

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to describe the need for recovery planning by business entities to affect business recovery. When disaster strikes, a disaster recovery plan can make the difference in corporate survival and a community's economy.

B. Scope

Recovery activities following emergencies will be determined by the emergency and the extent of the destruction, the losses suffered, and the extent of prior planning and preparedness that has been put into the equation. The intent of a business recovery plan is not to duplicate a business. Rather, its intent is to increase the chances of survival and to decrease the impact of the loss. Rather than providing a business recovery plan, this Appendix provides some basic reasons and steps on how to prepare a business recovery plan. Individual plans must be tailored by businesses to meet their individualized needs.

II. BUSINESS RECOVERY PLANNING

A. General

1. There are four phases to a business recovery plan:

a. Survival:

Immediate response to threats to life, safety, equipment, facilities, or the area. Examples include getting out of a burning building, evacuating away from a flash flood, getting into a cellar if a tornado is coming, drop-cover and hold activities during an earthquake, and identifying safe areas or activities for other types of threats.

b. Stabilization:

Take sensible steps to regain control of a situation. Examples include calling 911, establishing security, establishing communications, determining the scope and extent of damages, taking actions to halt further damage to equipment or facilities, and implementing the business recovery plan.

c. Recovery:

Take all steps necessary to recover critical and essential functions and facilities. Adjust the recovery plan's strategies and actual steps to fit the current situation. For example, assign responsibilities, contact resources, and utilize resources effectively to recover the most critical functions first. Keep communications going, tend to employee and customer needs, and reestablish permanent facilities as soon as possible. Identify whether business employees will be or are in a position to assist neighboring business or the community in a major event.

d. Restoration:

Resumption of normal operations and the transition from recovery operations and locations to normal business operations in permanent locations. Verify employee, equipment, and facility readiness for normal operations. Ensure that the transition works smoothly, and adjust operational procedures for lessons-learned improvements, newer equipment, facility changes, and improved operations.

2. Developing a business recovery plan will cost employee time and can be expensive. Is there a justification for all the time, effort, and money that will be devoted to preparing a recovery plan? What are the cost benefits associated with business recovery planning? Some of those benefits are enumerated below:

- a. The business will stand a much better chance of surviving.
- b. Quicker recovery will allow the business to retain more of its market share.
- c. Having a business recovery plan may help decrease insurance premiums.
- d. Will ensure quicker resumption of customer services.
- e. Can promote customer confidence.
- f. Increase employee confidence and morale.
- g. Can identify the vital part of the business, not only to assist in the survival process during emergencies, but to also focus on streamlining and improving everyday business strategies.
- h. Will minimize the business liability and lawsuits in the event of a disaster.

B. The Recovery Planning Process

The disaster recovery planning process for business resumption provides the preparation necessary to design and document the procedures needed to assure continued business operations following a disaster. Each business' process should include the following elements:

1. Project Planning: Define the plan's scope, organize the plan, and identify the resources needed.
2. Critical Business Requirements: Identify the functions of the business that are most important to protect, and the means to protect them, analyze the risks, threats and the vulnerabilities to the business, facility, transporters, etc.
3. Recovery Strategies: Arrange for alternate processing facilities to use during a disaster. Store copies of computer files, work-in-process, software and documentation in a back-up location. If you have a spare manufacturing production capability or storage warehouse, make them usable now with spare equipment and excess production as time and resources allow.
4. Emergency Response/Problem Escalation: Specify exactly how to respond to emergencies and how to identify when a "problem" has become a potential "disaster."
5. Plan Activation Procedures: Determine the procedures for informing the right people, assessing the impact on operations, and starting the recovery efforts.
6. Recovery Operations: Develop the specific steps for reducing the risks of an outage and restoring operations should an outage occur.
7. Training: Make sure everyone understands the recovery plan and can carry it out efficiently.
8. Testing: Exercise the plan to ensure success.
9. Maintenance: Make changes and additions to keep the plan current.

C. Conduct a Risk Analysis

1. Do a business impact analysis on the types of disasters that are likely to affect the business.
2. Do a human impact analysis of the business and the building to determine what human resources will be available to continue operations after a disaster.
3. Determine what your critical functions are, and whether any are independent functions with more than one operating location that can quickly incorporate staff from another location.

4. Determine if the business has adequate interruption and recovery business insurance.
5. Other vulnerabilities to consider:
 - a. Inadequate audit/security mechanisms.
 - b. Power supply.
 - c. Building construction and maintenance.
 - d. Access control.
 - e. Fire protection.
 - f. Operating procedures.
 - g. Supply and service procedures.
 - h. Management, security people, personnel.
 - i. Communications architecture.
6. For many threats, the vulnerability to a business interruption can be mitigated with controls. For example, a vulnerability to fire damage can be mitigated with Halon fire extinguishers and smoke alarms, as well as preventive policies such as the banning of cigarette smoking near flammable materials. Vulnerability considerations include natural disasters, environment, access, or work site. The effort of analyzing all the hazards leads a business to better preparedness should disaster strike.

D. Develop Recovery Strategies

1. Store back-up material off-site. Determine procedures, schedules, and responsibility for maintaining the contents of the off-site storage facility. Determine the storage inventory. Identify specific supplies, inventory, programs, files, documentation, vendor contracts, and a business recovery plan. If necessary, add to the business recovery plan and review with the loan officer or other financial interest holders.
2. Develop alternate processing capabilities by identifying requirements for recovery facilities. Determine emergency processing capability, phone needs, data communication services, minimum furniture, and space needed in case of a need to relocate. The whole business may not be economically movable, but the strategy should be developed in any case, to determine the feasibility of such an alternative.
3. Document the general strategy that the business will use in the event of a disaster. This should be an overview of the recovery process that the organization will follow if actually hit by a disaster and should address:

- a. Recovery requirements for restoration of critical business operations.
 - b. Alternate processing facilities employed or available.
 - c. Alternate business facilities/operations, manual procedures, forms, staffing, and space.
 - d. Procedures for obtaining resources.
 - e. Any alternate recovery resource acquisition not already mentioned.
 - f. Alternate vendors and sources of supplies or products.
4. Document the action steps to be taken immediately in responding to damaging events or threats of damage or disruption. Inform all employees of documented action steps. Take pictures.

E. Recovery Operations

- 1. Determine plan activation flow.
- 2. Outline or chart the steps to follow when a disaster situation has occurred or may potentially occur.
- 3. Define the recovery organization.
- 4. Determine what teams make up the recovery organization.
- 5. Develop team action plans. There may be several recovery teams, each specializing in some area of technical expertise. Disaster recovery for businesses requires that recovery teams be provided with:
 - a. Team charter or function: The particular duties, responsibilities, and resources available to each team in the event of a disaster.
 - b. Team organization: The structure of the team, job titles of each team member, and the chain of supervision or reporting responsibilities.
 - c. Team interfaces: Include a detailed explanation of all the actions this team is to take prior to a disaster, so it can function effectively during a disaster. The instructions should cover relationships with vendors, customers, other employees, and ongoing tasks to ensure readiness of the plan, training requirements, identification of critical resources, data, and personnel.
 - d. Action procedures: This item provides an outline of the tasks to be completed. It is written with the assumption that the team members know how to do their jobs. It is written as a guide to ensure that nothing is omitted during the normal confusion that will occur in the situation.

- e. Design procedures to be flexible so as to permit their use in varying types and degrees of contingency situations.
- f. Detail procedures enough to permit reliance and dependency on them if no other documentation or knowledge is available. Provide references for more detailed documents, if available, from backup.
- g. Appendices: Include data and material that will be used in the event or an actual disaster when other sources, references, forms or materials of any kind may not be available. Include separate appendices on notification of employees, source requirements, forms, documentation, and any other subjects that are normally required in daily operations. If the data may not be otherwise available, it should be included in the appendix to the business recovery plan.

III. TRAINING AND TESTING

- A. A plan has no value sitting on a shelf. It just gathers dust. A plan is valuable in the process of preparation, in the testing and the execution. In fact, businesses should design a training plan to exercise their business recovery plan. It should contain:
 - 1. Goals, training activities, and schedule for business resumption training.
 - 2. A designated plan administrator.
 - 3. Specific training objectives and activities to meet those objectives.
 - 4. A plan of instruction to satisfy each training objective and activity.
 - 5. Training evaluation tools.
 - 6. Techniques to meet the following objectives:
 - a. Train employees to perform their recovery responsibilities.
 - b. Allows the agency to continuously improve training.
 - c. Improve the business recovery plan through lessons learned in training.
- B. Exercising the plan ensures that the established procedures are in place should a disaster occur.
 - 1. Ensure that recovery procedures are complete and workable.
 - 2. Ensure that training of personnel has been effective.
 - 3. Identify and conduct needed revision to the business resumption plan.

4. Ensure that the business environment is still being supported by the plan.

IV. MAINTENANCE

Establish maintenance procedures and schedules. Provide a schedule for regular and systematic review of the content of the business recovery plan. Define a procedure for making appropriate changes to the plan.

1. Assign plan maintenance responsibility.
2. Develop distribution procedures and lists.
3. Develop policies and procedures for distribution and updates.

EMERGENCY SUPPORT FUNCTION 22 LAW ENFORCEMENT

PRIMARY AGENCY: Washington State Patrol

SUPPORT AGENCIES: Washington State Department of Corrections
Washington State Department of Fish and Wildlife
Washington State Liquor Control Board
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Natural Resources
Washington State Parks and Recreation Commission
Washington State Utilities and Transportation Commission

I. INTRODUCTION

A. Purpose

To coordinate statewide law enforcement operations, including support to local law enforcement agencies.

B. Scope

The intent of this Emergency Support Function (ESF) is to outline the law enforcement procedures required to respond to a statewide emergency or disaster.

II. POLICIES

The Washington State Patrol (WSP) and supporting state agencies will, within the limits of their resources and authority, coordinate with other federal, state, and local law enforcement organizations to support law enforcement operations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See the Basic Plan and Hazard Identification and Vulnerability Assessment.

B. Planning Assumptions

1. Local jurisdictions or organizations will exhaust their law enforcement resources before seeking assistance from the WSP.
2. State agency personnel and resources will provide assistance, as available, during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. In time of an emergency or disaster, law enforcement agencies perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications, access control, and enforcement of emergency traffic regulations.
2. Assistance between law enforcement agencies within the state is facilitated by the signatory agencies to a Mutual Law Enforcement Assistance Agreement.
3. When local law enforcement resources are exhausted, supplemental assistance may be requested through local and state emergency management channels.
4. Law enforcement units provided by other levels of government will remain under the command of their parent agency.
5. The WSP will coordinate statewide emergency or disaster law enforcement activities.

B. Organization

1. Law enforcement operations are conducted by local jurisdictions, state agencies, and Native American governments within the limits of their resources and authority. In the event additional state law enforcement resources are required, they may be requested through the local emergency management organization and/or the Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Center (EOC).
2. Coordination of the state law enforcement support will be performed by the WSP.

C. Procedures

Law enforcement response will be in accordance with the operational procedures of the responding agencies and the *Washington State Comprehensive Emergency Management Plan* (CEMP).

D. Mitigation Activities

1. Primary Agency

Washington State Patrol

None.

2. Support Agencies

Washington State Departments of Corrections, Fish and Wildlife, Liquor Control Board, Military Department, Natural Resources, Parks and Recreation Commission, and the Utilities and Transportation Commission

None.

E. Preparedness Activities

1. Primary Agency

Washington State Patrol

- a. Develops emergency operational guidance for the effective use of the WSP's resources.
- b. Assists local law enforcement agencies in the coordination of emergency management plans.
- c. Participates in state and local emergency response exercises and training.
- d. Coordinates and maintains liaison with the Washington State Departments of Corrections, Fish and Wildlife, Military Department, Natural Resources, Parks and Recreation Commission, Liquor Control Board, and the Utilities and Transportation Commission, for the use of their personnel and equipment for special emergency assignments.

2. Support Agencies

- a. **Washington State Departments of Corrections, Fish and Wildlife, Liquor Control Board, Natural Resources, Parks and Recreation Commission, and the Utilities and Transportation Commission**

Develops and maintains agency procedures to reinforce the WSP during emergencies or disasters.

- b. **Washington State Military Department, Emergency Management Division**

- (1) Coordinates with state agencies to ensure operational readiness.
- (2) Maintains the state EOC and Emergency Operations Procedures for the state.

- (3) Coordinates with the WSP in the development of an inventory of available state law enforcement resources.
- (4) Develops and maintains agency procedures to reinforce the WSP during emergencies or disasters.

F. Response

1. Primary Agency

Washington State Patrol

- a. Assists local authorities with law enforcement operations.
- b. Staffs the state EOC and coordinates requests for additional law enforcement assistance.
- c. Coordinates with other state agencies for use of available law enforcement resources to assist with special assignments.
- d. Assists state EMD in the receipt and dissemination of warning information to local jurisdictions or organizations.
- e. Provides communications systems in support of state emergency operations.
- f. Coordinates, in conjunction with the Washington State Department of Transportation (WSDOT), emergency highway traffic regulations.
- g. Provides security to vital state facilities in the event of international hostilities, as requested.
- h. Coordinates law enforcement and emergency traffic control throughout the state with the assistance of the Military Department and WSDOT.
- i. Provides communications resources in support of statewide emergency operational needs.
- j. Assumes the role of Incident Command Agency for hazardous materials incidents on all state and/or interstate highways and in designated local political subdivisions.
- k. Provides aircraft for reconnaissance of disaster-impacted areas.
- l. Provides Public Information Officer (PIO) support to the Office of the Governor or to the state EMD.

2. Support Agencies

a. Washington State Departments of Corrections, Fish and Wildlife, Liquor Control Board, Natural Resources, Parks and Recreation Commission, Military Department, and the Utilities and Transportation Commission

Provides personnel and equipment to reinforce the WSP for special emergency assignments.

b. Department of Corrections

- (1) Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.
- (2) Provides shelter for emergency or disaster victims at correction facilities, as possible.
- (3) Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- (4) Provides personnel and equipment to assist the Washington State Patrol with special assignments.
- (5) Coordinates the documentation and reporting of emergency disaster-related expenditures to qualify for state or federal reimbursement.
- (6) Coordinates Project Worksheet Team activities at affected facilities.

c. Washington State Military Department

(1) Emergency Management Division

- (a) Activates the state EOC, issues warning and activates the Emergency Alert System (EAS), as necessary.
- (b) Notifies the WSP and other state agencies of the potential need for law enforcement assistance.
- (c) Coordinates emergency public information concerning emergency law enforcement activities with the WSP and the state EMD PIO.

(2) National Guard

When activated by the Governor, the National Guard provides supplementary security forces to patrol damaged areas, establish roadblocks, and directs traffic, as requested.

G. Recovery Activities

Primary and Support Agencies

See ESF 21, Recovery and Restoration.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Patrol

Coordinates statewide law enforcement in support of an emergency or disaster operations.

B. Support Agencies

Washington State Departments of Corrections, Fish and Wildlife, Liquor Control Board, Military Department, Natural Resources, Parks and Recreation Commission, and the Utilities and Transportation Commission

Augments and supports the WSP in the accomplishment of law enforcement operations.

VI. RESOURCE REQUIREMENTS

The primary and support agencies will provide their own internal support, i.e. vehicles, travel, and per diem to their staff.

Support agencies will provide enforcement and commissioned officers, vehicles, and traffic control equipment, as requested.

VII. REFERENCES

See CEMP Basic Plan, Appendix 3.

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 23 DAMAGE ASSESSMENT

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Ecology
Washington State Department General Administration
Washington State Department of Health
Washington State Military Department
National Guard
Washington State Parks and Recreation Commission
Washington State Department of Revenue
Washington State Department of Transportation
Washington State Utilities and Transportation Commission
All Other State Agencies
American Red Cross
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 23 establishes uniform policies for assessment of damages resulting from a natural or technological (human-caused) disaster.

B. Scope

Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damages must be assessed to determine a priority of response efforts and to determine eligibility for disaster aid.

II. POLICIES

A. Non-catastrophic Events

When an incident is so profound that the state and affected jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed. The local jurisdictions lead the PDA effort. Damage assessment activities include windshield surveys of affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas (hence the term windshield survey). Trained personnel of the American Red Cross often carry out these surveys. Local jurisdictions should conduct windshield surveys within 24 hours of an event, regardless of a declaration.

If the PDA ultimately leads to a Presidential Disaster Declaration authorizing "Public Assistance," then detailed Project Worksheets (PWs) of public sector damages will be completed jointly by local jurisdictions, state, and federal staff. Other inspectors survey damages suffered by individuals and businesses if "Individual Assistance" is authorized. These activities are coordinated through a Disaster Field Office (DFO), if activated.

B. Catastrophic Events

In rare instances, the effects of the disaster are so dramatic that the need for a PDA is eliminated for those jurisdictions that are especially hard hit. In those cases, inspectors begin verifying claims for Public and Individual Assistance as quickly as possible, pursuant to the administrative procedures of the specific program.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See Basic Plan.

B. Planning Assumptions

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage requiring assessment of damages.
3. Local jurisdictions will conduct and support damage assessment activities.

IV. CONCEPT OF OPERATIONS

A. General

PDAs are tools used, in part, to determine a local jurisdictions eligibility for disaster assistance. The local jurisdiction normally leads state and federal inspectors through damaged areas. Based largely on these assessments, the Director for the Washington State Military Department, Emergency Management Division (EMD) may recommend that the Governor seek federal disaster assistance.

B. Organization

The responsibilities for the accomplishment of damage assessments lie with the local jurisdiction or state agency that provide the damage assessment estimates to the state Emergency Operations Center (EOC).

C. Procedures**1. Early Assessment Activity**

Initial damage assessment information will come into the state EOC from local jurisdictions and state agencies. If the state and affected jurisdictions may meet the threshold for federal disaster assistance, the Disaster Manager will direct the completion of a formal PDA. Whenever possible, state and federal staff will participate in any PDA. Based on the result of the PDA(s), state damage assessment staff will make a recommendation to the Director for the state EMD concerning the appropriateness of advising the Governor to request federal emergency assistance.

2. Damage Verification

Once a county is declared by the President to be a major disaster area, teams of federal and state inspectors, working out of a DFO, will inspect damaged public facilities with a county representative and determine what aid, if any, may be due. Other inspectors will verify damages suffered by individuals and businesses that have registered with the Federal Emergency Management Agency (FEMA). Details of these programs can be found in their administrative plans.

D. Preparedness Activities**1. Primary Agency****Washington State Military Department, Emergency Management Division**

Prepares detailed administrative procedures to implement damage assessment programs.

2. Support Agencies**a. Washington State Departments of Agriculture, Ecology, General Administration, Health, Military Department - National Guard, Transportation, and the Parks and Recreation Commission**

- (1) Develops procedures to evaluate damage to real property, utilities, etc.
- (2) Develops detailed administrative procedures to conduct damage assessment of agency facilities following an emergency or disaster.
- (3) Identifies and trains staff to conduct PDAs.

b. Washington State Department of Revenue

- (1) Develops procedures to evaluate damage to forests to determine marketability and tax impacts.
- (2) Develops procedures to evaluate damage to real property, utilities, etc.
- (3) Develops detailed administrative procedures to conduct damage assessment of agency facilities following an emergency or disaster.
- (4) Identifies and trains staff to conduct PDAs.

c. Washington State Utilities and Transportation Commission

Identifies and trains staff to conduct PDAs.

d. All Other State Agencies

Develops detailed administrative procedures to conduct damage assessment of agency facilities following an emergency or disaster.

e. Federal Emergency Management Agency

Reviews state damage assessment procedures for consistency with federal plans.

E. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

Assembles preliminary damage assessment information at the state EOC.

2. Support Agencies

a. Washington State Departments of Agriculture, Ecology, General Administration, Health, Transportation, and the Parks and Recreation Commission

- (1) Conducts an evaluation of damage to agency real property and utilities.
- (2) Conducts an evaluation of damage to state property, assets the agency is responsible to manage, or areas of agency concern.

b. Washington State Military Department, National Guard

Provides support for PDA activities, as requested in an emergency or disaster.

c. Washington State Department of Revenue

(1) Conducts an evaluation of the damage to forests to determine marketability and tax impacts.

(2) Conducts an evaluation of the damage to real property, utilities, etc.

d. Washington State Utilities and Transportation Commission

Provides limited damage assessment estimates based upon information obtained from the affected utilities, to include identification of outages, their locations, and probable restoration times on the utilities systems under the Commission's jurisdiction.

e. All Other State Agencies

(1) Conduct damage assessment of internal agency facilities.

(2) Determine impact of emergency or disaster on the ability to provide service to constituents.

(3) Report damage assessment results to the state EOC.

f. American Red Cross

Conducts PDAs for private property and residences.

F. Recovery Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

a. Continues to conduct damage and impact assessments.

b. Prepares necessary damage reports and provides to the state EOC.

2. Support Agencies

Washington State Departments of Agriculture, Ecology, General Administration, Health, Revenue, Transportation, Parks and Recreation Commission, Utilities and Transportation Commission,

Other State Agencies, American Red Cross, and the Federal Emergency Management Agency

- a. Continue to conduct damage and impact assessments.
- b. Prepare necessary damage reports and provides to the state EOC.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

Coordinates the collection, dissemination, and evaluation of damage information.

B. Support Agencies

Washington State Departments of Agriculture, Ecology, General Administration, Health, Military Department - National Guard, Revenue, Transportation, Parks and Recreation Commission, Utilities and Transportation Commission, All Other State Agencies, American Red Cross, and the Federal Emergency Management Agency

Perform damage assessment tasks in support of the ESF.

VI. RESOURCE REQUIREMENTS

- A. Resources are requested through the state EOC as follows:
 - 1. One vehicle per PDA team.
 - 2. Temporary office space for the PDA team members.
- B. Other resource requirements are to be requested through the state EOC, Logistics Section, to be coordinated with FEMA.

VII. REFERENCES

- A. Draft Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, January 1997.
- B. FEMA Publication 262, Guide to Federal Aid in Disasters,

VIII. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

EMERGENCY SUPPORT FUNCTION 24 EVACUATION AND MOVEMENT

PRIMARY AGENCY:	Washington State Military Department Emergency Management Division
SUPPORT AGENCIES:	Washington State Agencies, Boards Baccalaureate Institutions, Commissions, and Councils Washington State Office of the Attorney General Washington State Department of Ecology Washington State Department of General Administration Washington State Department of Health Washington State Governor's Office of Indian Affairs Washington State Department of Information Services Washington State Department of Labor and Industries Washington State Military Department National Guard Washington State Parks and Recreation Commission Washington State Patrol Washington State Department of Social and Health Services Washington State Department of Transportation Washington State Utilities and Transportation Commission All Other State Agencies American Red Cross Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to define the responsibilities to evacuate and support the evacuation of state-owned institutions and buildings and to coordinate the support provided to local jurisdictions during the conduct of an evacuation or movement from an area.

B. Scope

This ESF is applicable to all state agencies having a facility or facilities that may be evacuated in anticipation of, or because of, and event that places their personnel and daily operations at risk. The ESF is applicable to those state agencies that routinely provide support to local jurisdictions during an emergency or disaster.

II. POLICIES

Revised Code of Washington (RCW) 38.52.010(1) states that "emergency management" or "comprehensive emergency management" does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack. This ESF is not an attempt to circumvent the intent of the RCW. Rather, it is to alert state agencies to

participate in the mitigation, preparedness, response, and recovery emergency management activities, associated with evacuation and recovery, other than a nuclear attack.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Washington State is vulnerable to many natural hazards. Included in these hazards are the damaging effects of high winds, floods, storms, earthquakes, volcanic eruptions, landslides, tornadoes, avalanches, drought, snowstorms, fires, and subsidence, and tsunamis. The state is also susceptible to the effects of the following technological hazards: hazardous materials and chemical munitions incidents, explosions, incidents at fixed facilities, power outages, transportation accidents, dam failures, computer failures, and acts of terrorism. Any number to the above hazards could create a situation that would require the evacuation and eventual relocation of a state facility or may necessitate providing evacuation and relocation support to a city or county.

B. Planning Assumptions

1. An emergency or disaster threatens or has occurred, and is of such proportion that people and property must be evacuated to avoid loss of life and damage.
2. State employees will be more concerned about the care of their facilities and personal possessions than state-owned facilities and equipment. They will be unavailable to support an evacuation and relocation if they must make a choice between their personal and professional lives.

IV. CONCEPT OF OPERATIONS

A. General

1. The decision to evacuate personnel or equipment from a state agency facility will be made within the responsible organization. This decision will be based on the projected or current situation, and will be in accordance with previously established procedures. Evacuation activities should be decentralized from the agency headquarters and incumbent upon the responsible individual in the affected area.
2. State agency support to an evacuation by a local jurisdiction will be coordinated through the state Emergency Operations Center (EOC). The necessary support will be identified in the EOC by the staff. A state agency representative to the EOC will be requested through the State Agency Emergency/Disaster Liaison Coordinator. The Liaison Coordinator to the EOC will be responsible to coordinate within his/her agency for all appropriate support to the local jurisdiction.

B. Organization

This ESF is applicable to all state agencies, boards, baccalaureate institutions, commissions, and councils and their subordinate organizers located throughout the state.

C. Procedures

1. State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils internal Standard Operating Procedures.
2. Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Procedures revised May 2000.

D. Mitigation Activities

All Washington State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils.

E. Preparedness Activities**1. Primary Agency**

Washington State Military Department, Emergency Management Division

- a. Coordinate evacuation procedures for agency facilities.
- b. Assist local jurisdictions with the coordination of their evacuation procedures.

2. Support Agencies**a. All Washington State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils**

Coordinate evacuation procedures for agency facilities, and in addition to 2a, the below listed agencies should:

b. Washington State Office of the Attorney General

Advise local jurisdictions, when requested, through the state EMD on the drafting of evacuation orders.

c. Washington State Department of Information Services

- (1) Advise state agencies on the measures to be taken to secure information systems during an evacuation.
- (2) Advise state agencies on the procedures to be followed to have continuous information systems service when a facility is evacuated.

d. Washington State Department of Labor and Industries

Establish standards by which first responders may operate in an evacuated area that has been contaminated by hazardous materials.

e. Washington State Military Department, National Guard

Provide support to local jurisdictions in coordinating evacuation procedures from a city or county with a resident military unit, if requested.

f. Washington State Parks and Recreation Commission

Provide support to local jurisdictions in coordinating evacuation procedures from a city or county to a state park, if requested.

g. Washington State Patrol

Provide support to local jurisdictions in coordinating evacuation procedures from a city or county, if requested.

h. Washington State Department of Social and Health Services

Identify mental health providers that may assist residents of local jurisdictions and first responders affected by an evacuation.

i. Washington State Department of Transportation

Provide support to local jurisdictions in coordinating evacuation procedures from a city or county, if requested.

j. Washington State Utilities and Transportation Commission

Coordinate procedures to notify utilities, transportation, and carrier companies on an impending or occurring evacuation.

k. American Red Cross

Establish procedures for providing mass care during an evacuation.

l. Federal Emergency Management Agency

Coordinate procedures to provide federal support to the state when requested.

F. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Conducts evacuation of agency facilities when appropriate.
- b. Coordinates evacuation support to local jurisdictions through the state EOC.

2. Support Agencies

a. All Washington State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils

- (1) Conduct evacuation of agency facilities when appropriate.
- (2) Provide information about the evacuation of agency facilities, through the agency EOC, to the state EOC, and in addition to 2 a (1) and (2), the below listed agencies should:

b. Washington State Office of the Attorney General

Provides advice to local jurisdictions on the issuance of an evacuation order, through the state EOC, if requested.

c. Washington State Department of Corrections

- (1) Provides information to the state EOC when an evacuation order is issued regarding special populations at confined facilities.
- (2) Provides a liaison to the state EOC, as needed.
- (3) Provides evacuation assistance to local jurisdictions.

d. Washington State Department of Ecology

Provides the state EOC with information about any hazardous materials incident that has the potential to cause or has caused an evacuation.

e. Washington State Department of Health

Identifies any health problems created by an evacuation and provide the appropriate support to local jurisdiction health districts

f. Washington State Department of Labor and Industries

Provides technical advice on the activities in which first responders may participate in an area evacuated because of hazardous materials.

g. Washington State Military Department, National Guard; Parks and Recreation Commission, Washington State Patrol, and Departments of Social and Health Services and Transportation

Provide evacuation assistance to local jurisdictions.

h. Washington State Utilities and Transportation Commission

Provide information about the impact of the evacuation on utilities, and transportation and carrier companies, through the agency EOC, to the state EOC.

i. American Red Cross

- (1) Provides information about the mass care provided to evacuees to the state EOC.
- (2) Identifies any additional assistance that is required to the National Headquarters, American Red Cross.

j. Federal Emergency Management Agency

Provides assistance to the state when requested.

G. Recovery Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Coordinates return to agency facilities.
- b. Supports local jurisdictions, through the state EOC, in their return to the evacuated area.
- c. Provides Individual and Family, and Public Assistance grants to evacuees, if appropriate.

2. Support Agencies

a. All Washington State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils

- (1) Coordinate return to agency facilities.

- (2) Report return to agency facilities through the agency EOC, to the state EOC.
- (3) Identify damage to agency facilities and report, through the agency EOC, to the state EOC, and in addition to 2 a (1) through (3) the below listed agencies should:

b. Washington State Department of Information Services

Provides technical assistance to state agencies in the restoration of information services that were affected by the evacuation.

c. Washington State Department of Labor and Industries

Assures evacuated area meets safety standards prior to recommending return to the area.

d. Washington State Military Department, National Guard; Washington State Patrol, and Washington State Departments of Social and Health Services, and Transportation

Provides assistance to local jurisdictions in the return to the evacuated area.

e. Washington State Utilities and Transportation Commission

Reports of any residual affects to utilities, and transportation and carrier companies from the evacuation.

f. American Red Cross

Provides mass care until the return of the evacuees is completed.

g. Federal Emergency Management Agency

Provides support to the state, as requested.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

Coordinates agency evacuation procedures and evacuation support to local jurisdictions, through the state EOC, during response and recovery activities.

B. Supporting Agencies

All Washington State Agencies, Boards, Baccalaureate Institutions, Commissions, and Councils, American Red Cross, Federal Emergency Management Agency

Coordinate agency evacuation procedures and provide support to the primary agency in coordinating evacuation support to local jurisdictions, through the state EOC, during response and recovery activities.

VI. RESOURCE REQUIREMENTS

All state agencies are to provide their own administrative and logistical support to their activities. The state EMD will provide space, communications, and administrative support to the State Agency Emergency/Disaster Liaison Coordinators to the EOC.

EMERGENCY SUPPORT FUNCTION 25 STATE ANIMAL RESPONSE PLAN

- PRIMARY AGENCIES:** Washington State Department of Agriculture
Washington State Department of Fish and Wildlife
- SUPPORT AGENCIES:** Washington State Office of the Attorney General
Washington State Department of Ecology
Washington State Department of Health
Washington State Military Department
Emergency Management Division
National Guard
Washington State Department of Social and Health Services
Washington State Patrol
Washington State University, Cooperative Extension Service
U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Veterinary Services
Regional Emergency Animal Disease Eradication Organization
Western Region
National Veterinary Services Laboratory
Foreign Animal Disease Diagnostic Laboratory
American Red Cross
Washington Animal Control Association
Washington State Animal Disease Diagnostic Laboratory
Washington State Veterinary Medical Association
Washington Veterinary Medical Technicians Association
Associations, Professional, Volunteer, and Trade Organizations

I. PURPOSE

The purpose of this Emergency Support Function (ESF) - State Animal Response Plan (SARP) and attached appendices is to provide guidelines for rapid response to events affecting the health, safety, and welfare of human beings and animals. Veterinary medicine and animal care activities in the mitigation, preparedness, response, and recovery activity phases of emergency management include, but are not limited to, small and large animal care, facility usage, and displaced pet/livestock, wildlife, and exotic animal assistance.

II. POLICIES

- A. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state and maintain liaison with the emergency management and environmental protection agencies; departments and/or agencies that represent veterinary medicine, public health, agriculture, wildlife, non-native wildlife, and humane societies and animal control agencies.
- B. The coordinating body responsible for planning all animal response and recovery activities for the *Washington State Comprehensive Emergency Management Plan*

(CEMP) will be the WSDA and the Washington Animal Response Management (WARM) Team described in Appendix 2.

- C. The State Veterinarian will serve as permanent chair to the WARM Team but may designate a Veterinary Coordinator in his/her place.
- D. The State Veterinarian or Assistant State Veterinarian will be the Veterinary Coordinator for the Foreign Animal Disease (FAD) Appendix 1.

III. CONCEPT OF OPERATIONS

Animal health events that overwhelm local jurisdiction resources, and are of such a scale that existing agreements may not provide an adequate response, are to be acted upon under the coordination of the WSDA, acting consistently within its statutory mandate, and under the coordination authority of the state EMD. Recovery and recovery activities will be consistent with the CEMP. Animal health care responders who meet training and qualification standards established by the WARM Team will be designated as emergency workers by the state EMD. Response and recovery activities will be governed by procedures established in Appendix 1 and Appendix 2 with the WSDA responsible for their implementation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The WSDA and WDFW are the primary organizations for coordination and direction and control of animal health care services and allied associations and agencies assisting in emergencies and disasters, and are responsible for the following:

- 1. Communications with recognized animal health care providers, and agencies.
- 2. Appointments of the Veterinary Coordinator.
- 3. Coordination of emergency management activities with state EMD, Department of Health (DOH), and local jurisdictions.
- 4. Coordination of multi-state event response and recovery with other state Veterinary Medical Associations and appropriate emergency management agencies.
- 5. Maintain a list of State Field Veterinarians, Washington State Veterinary Medical Association's (WSVMA) Emergency County Veterinary Coordinators, County Animal Emergency Coordinator, Emergency Field Veterinary Technicians and Emergency Exotic Wildlife Field Personnel, and their alternates.
- 6. Activation of the telephone tree of emergency resources, when necessary.
- 7. Coordination of all press releases and public service announcements with the state EMD Public Information Officer (PIO).
- 8. Assistance in coordination of donations of animal food, feed, supplies, and resources.

9. Maintenance of State Agency Emergency/Disaster Liaison Coordinator's communication with regulatory agencies.
10. Determining which animal health care personnel are qualified to enter the area of the event.

V. DIRECTION AND CONTROL

- A. The initial point-of-contact is state EMD who will contact the WSDA and/or WDFW. Thereafter, the WSDA, through the Veterinary Coordinator, will coordinate activities with the recognized animal health care responders.
- B. During times of federal assistance when the resources of the state have been exhausted or overwhelmed, the Regional Veterinary Activities Commander (ReVAC) of the American Veterinary Medical Association Emergency Response Force is the liaison coordinator between local jurisdiction animal health care responders and Veterinary Medical Assistance Teams of the United States Public Health Service. The ReVAC will coordinate animal health care activities with the State Veterinarian's office within the WSDA.

VI. CONTINUITY OF GOVERNMENT

During state emergencies or disasters the line of succession for the Veterinary Coordinator will be, respectively, the Washington State Veterinarian, the Washington State Assistant State Veterinarian, Area Veterinarians, and other WSDA personnel as designated by the Director.

VII. ADMINISTRATION AND LOGISTICS

The WSDA assigns a State Agency Emergency/Disaster Liaison Coordinator who will serve at the state Emergency Operations Center (EOC) when activated for exercises, emergencies, or disasters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The WARM Team will annually review this ESF to ensure that necessary updates and revisions are prepared, coordinated, and submitted, based on experiences from exercises, emergencies, and disasters.

IX. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4.

APPENDIX 1 FOREIGN ANIMAL DISEASE OF LIVESTOCK

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Office of the Attorney General
Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State Military Department
Emergency Management Division
National Guard
Washington State Patrol
Washington State University
College of Veterinary Medicine
Cooperative Extension Service
Federal Agencies
Tribal Governments
Private Organizations and Businesses
Allied Industries and Professions
Associated Councils, Boards, and Advocacy Organizations

I. INTRODUCTION

A. Purpose

This Appendix provides guidance to coordinate the initial, as well as ongoing, activities of state and federal agencies, and private organizations and entities in response to and recovery from an outbreak of a Foreign Animal Disease (FAD). In as much as some FADs are zoonotic, this coordination may also involve the identification and control of diseases of public health significance. Issues of major concern in preparedness and response to a FAD outbreak include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and disposal of infected, exposed, and dead animals during an outbreak.

B. Scope

This Appendix provides technical advice and assistance to state, county, and local governments, professional animal health organizations and industry during a FAD outbreak, and includes procedures for the identification, containment, and elimination of a FAD. This Appendix is applicable to all federal and state agencies identified in the Primary and Supporting Government Agency outline, as well as the United States Department of Agriculture (USDA) accredited veterinary practitioners who can be deputized by the Director of Agriculture and put on the state payroll as temporary employees. It is anticipated that the remainder of the Supporting Private Organizations identified in this Appendix will participate to the fullest extent possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several serious animal disease outbreaks have occurred outside the United States recently. Foot and Mouth Disease (FMD) in Taiwan's swine

population in 1997 resulted in the slaughter of more than five million hogs. The recent Classical Swine Fever (Hog Cholera) epidemic in the Netherlands resulted in the slaughter of more than 10 million hogs. Ongoing problems with Classical Swine Fever in Haiti and the Dominican Republic continue to be a threat to the U.S. swine industry. The occurrence of Bovine Spongiform Encephalopathy (BSE) in Great Britain has resulted in a large number of beef and dairy cattle destroyed and diseased cattle continue to be identified. The disease continues to spread through most of Europe. The importation of animal products from foreign countries, the ease of travel throughout the world, the lifting of restrictions on animal health movement as a result of Free Trade Agreements, the presence of international ports and an international border, and the outbreak of West Nile Virus in birds, horses, and humans in several eastern states within the past few months of 1999 underscore Washington's vulnerability to an outbreak of a FAD.

2. Even though concerns about animal diseases are increasing, the public gives it relatively low priority. Protecting animal agriculture in the United States requires cooperation, participation, and partnership. While the USDA has assumed leadership in combating the FAD problem, it does not have the resources or the desire to assume these responsibilities alone. Consideration must be given to the fact that an outbreak of FAD within the state of Washington could be devastating to the economy and the health of the state, as well as the entire country. The state/local response is the first line of defense in an animal health disaster, the quality of which likely will determine the final economic impact to the state and national industry, and the public as a whole.
3. The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries, including the United States, on the occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products. The OIE has published, in the International Animal Health Code (ISBN 92-9044-485-1), the following list of diseases of concern:
 - a. **OIE LIST "A" DISEASES:** Defined as transmissible diseases which have the potential for very serious and rapid spread, irrespective of national borders; may have serious socioeconomic or public health consequence; are of major importance in the international trade of animals and animal products. All List "A" diseases are foreign to the United States except for Vesicular Stomatitis and Bluetongue.
 - 1) African horse sickness
 - 2) African swine fever
 - 3) Bluetongue
 - 4) Classical swine fever (Hog Cholera)
 - 5) Contagious bovine pleuropneumonia
 - 6) Foot and Mouth Disease
 - 7) Highly pathogenic avian influenza (Fowl Plague)
 - 8) Lumpy skin disease

- 9) Newcastle disease
- 10) Peste des petits ruminants
- 11) Rift Valley fever
- 12) Rinderpest
- 13) Sheep pox and goat pox
- 14) Swine vesicular disease
- 15) Vesicular stomatitis

b. **OIE LIST “B” DISEASES:** Transmissible diseases, which are considered to be of socioeconomic, and/or public health importance within countries and which are significant in the international trade of animals and animal products. OIE member countries normally submit reports once a year, although more frequent reporting may in some cases be necessary to comply with Section 1.2 of the International Animal Health Code.

- 1) Some diseases listed on OIE List B are foreign to the United States. (List B diseases foreign to the U.S are marked with an asterisk.* Multiple species diseases include Anthrax, Aujeszky’s disease (Pseudorabies), Echinococcosis/hydatidosis, Heartwater*, Leptospirosis, Q fever, Rabies, Paratuberculosis, and Screwworm.*
- 2) Cattle diseases include Anaplasmosis, Babesiosis, * Brucellosis, Genital Campylobacteriosis, Tuberculosis, Cysticercosis, Dermatophilosis, Enzootic bovine leukosis, Hemorrhagic septicaemia, Infectious bovine rhinotracheitis, Pustular vulvovaginitis, Theileriosis, Trichomoniasis, Trypanosomiasis, * Malignant catarrhal fever (WD - MCF), * and Bovine Spongiform Encephalopathy. *
- 3) Sheep and goat diseases include Ovine epididymitis (Brucella ovis), Caprine and Ovine brucellosis* (excluding B. ovis), Caprine arthritis/encephalitis, Contagious agalactia, Contagious caprine pleuropneumonia, * Enzootic abortion of ewes (Ovine chlamydiosis), Ovine pulmonary adenomatosis, * Nairobi sheep disease, * Salmonellosis (S. abortus ovis), * Scrapie, and Maedi-Visna. *
- 4) Horse diseases include Contagious equine metritis, * Dourine, * Epizootic lymphangitis, * Equine encephalomyelitis (Eastern and Western), Equine Infectious Anemia, Equine influenza, Equine piroplasmosis, * Equine rhinopneumonitis, Glanders, * Horse pox, * Equine Viral Arteritis, Japanese encephalitis, * Horse mange, Surra, * and Venezuelan equine encephalomyelitis. *
- 5) Swine diseases include Atrophic rhinitis of swine, Porcine cysticercosis, Swine brucellosis, Transmissible gastroenteritis, Trichinellosis, Enterovirus

encephalomyelitis,* and Porcine reproductive and respiratory syndrome.

- 6) Avian diseases include Avian infectious bronchitis, Avian infectious laryngotracheitis, Avian tuberculosis, Duck virus hepatitis, Duck virus enteritis, Fowl cholera, Fowl pox, Fowl typhoid, Infectious bursal disease, Marek's disease, Avian mycoplasmosis, Avian chlamydiosis, and Pullorum disease.

B. Assumptions

1. Local livestock producers, dairymen, feedlot operators, poultry producers, horsemen, and hog producers likely will be the first to notice an unusual condition/disease in their animals. The concerned producer should make contact with one of four entities: a private accredited veterinarian, the State Veterinarian and/or the local area field veterinarian, the Washington Animal Disease Diagnostic Laboratory (WADDL) located at Washington State University (WSU) in Pullman, Washington or the USDA, APHIS, Area Veterinarian-In-Charge (USDA-AVIC).
2. If the disease situation is unexpected with high death loss, or if the symptoms are unusual, and especially if a FAD is suspected, a private accredited veterinarian must report his or her findings to the State Veterinarian or USDA-AVIC. In addition, Chapter 16-70 Washington Administrative Code (WAC) requires veterinarians to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.
3. The area WSDA or USDA field veterinarian, if contacted by a producer experiencing a sudden unusual disease occurrence, has the expertise as a FAD Diagnostician (FADD) trained regulatory veterinarian, and will gather information and make an initial assessment and submit samples. He or she will then contact the State Veterinarian.
4. WADDL, if contacted by the private accredited veterinarian or directly by the producer, will in turn contact the State Veterinarian or the USDA-AVIC regarding the unusual disease occurrence. In addition, Chapter 16-70 WAC also requires all laboratories to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.
5. When contacted by the area or private veterinarian, producer, WADDL, or, a private laboratory, the State Veterinarian, or the USDA-AVIC, will in turn contact the other official by telephone to determine what steps, if any, are necessary to further characterize the disease occurrence, based on their judgment of the possibility of a FADs being involved. This may include the dispatching of a FADD to the location, and requesting assistance from the USDA Regional Emergency Animal Disease Eradication Organization (USDA-READEO) Early Response Team (ERT).
6. If the FADD determines that the differential diagnosis includes a FAD, the USDA-AVIC will notify USDA-Emergency Programs and other appropriate federal government officials. The FADD will obtain a FAD investigation case number from the USDA-AVIC. In addition, the USDA-AVIC and State Veterinarian, depending on the likelihood of a FAD, will take steps, in concert with area field veterinarians, to isolate the disease to as small

an area as possible. This may necessitate the involvement of local, county, and state law enforcement agencies to assist in isolating the area.

7. If the suspected disease has potential wildlife impacts, the State Veterinarian will contact the Washington Department of Fish and Wildlife (WDFW), which in cooperation with WSDA, will determine the appropriate response to protect wildlife or conduct surveillance activities in wildlife to determine its disease status.
8. Suspected FADs in or potentially affecting wildlife or fish will be reported to the WDFW, who in turn will report this information to the State Veterinarian. If the disease has potential livestock impacts, WDFW will determine the appropriate response in cooperation with the WSDA.
9. If the suspected disease has potential public health impacts, the State Veterinarian will contact the Washington Department of Health (DOH). The DOH, in cooperation with WSDA, will determine the appropriate response to protect human health and welfare. DOH will report findings to other appropriate agencies.

III. CONCEPT OF OPERATIONS

- A. Upon notification by the State Veterinarian that an outbreak of FAD is suspected, the Director-WSDA will activate the Primary State Core Decision Group (PSCDG) which consists of the following representatives:

1. **Washington Department of Agriculture**
 - a. Director or Deputy Director
 - b. Assistant Director, Food Safety Animal Health and Consumer Services (FSAH&CS) Division
 - c. Identification FSAHCS Division
 - d. State Veterinarian, Animal Health Program
 - e. Livestock Identification Program Manager, FSAH&CS Division
 - f. General Counsel-Office of the Attorney General
 - g. Public Information Officer
2. **Director, Washington State Emergency Management Division (EMD).**
3. **Director, Washington Animal Disease Diagnostic Laboratory (WADDL).**
4. **USDA-AVIC**
5. **Industry representative(s) (depending on animal species involved).**

- B.** The Director, WSDA, on the advice of the State Veterinarian, may activate any and all of the Secondary State Core Decision Group (SSCDG), which may consist of the following representatives:
 - 1. Director, Washington State Department of Ecology (Ecology).**
 - 2. Director, WDFW.**
 - 3. Secretary, Washington State DOH.**
 - 4. Director, Washington State Military Department**
 - 5. Director, Washington State Patrol (WSP)**
- C.** The PSCDG and possibly some or all of the members of the SSCDG will make the determination as to:
 - 1. Procedures necessary to isolate the affected area.
 - 2. Which ESFs of the *Washington State Comprehensive Emergency Management Plan* (CEMP) will be activated.
 - 3. When to request activation of a USDA-READEO.
 - 4. The procedures to be utilized to combat the outbreak once it is identified as a FAD.
- D.** When the state EOC is activated, all members of the Primary and Supporting Government Agencies, and if possible, Supporting Private Organizations of this Appendix, and the Primary and Supporting Government Agencies from any other activated ESFs will establish and maintain a presence in the state EOC.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agency

- 1. Washington Department of Agriculture**
 - a. Functions as the primary decision-maker for the PSCDGs and SSCDGs, and co-decision-maker with USDA for the USDA-READEO, if activated, and functions as the lead state agency when the USDA emergency management system is activated.
 - b. Functions as the liaison between the local identifying practitioner (or producer), the state of Washington, and the federal government.
 - c. Issues quarantines or hold orders, and oversees the implementation and enforcement of restricted or quarantined areas determined necessary by the PSCDG, with the assistance of the other state and federal supporting agencies. Because time is of the essence in an animal health emergency, quarantines or hold orders may initially be issued verbally but will be documented by written order as soon as practical.

- d. Determines the extent to which WSDA personnel will respond to an animal health emergency. Duties in support of this Appendix will take priority over all other duties of the Department.

B. Support Agencies:

1. Office of the Attorney General

- a. Provides representation to the PSCDG when requested by WSDA.
- b. Provides legal assistance, including preparing administrative orders, as required, to accomplish the overall mission of dealing with a FAD within, or adjacent to, the boundaries of the state of Washington, including lands owned by tribal governments.
- c. Functions as the liaison between the WSDA and legal counsel representing federal and tribal government.

2. Department of Ecology

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Provides recommendations to the PSCDG as to the most appropriate method(s) for disposal of dead, destroyed, and affected animals. If burning is utilized, Ecology will determine what fuels and procedures should be utilized to minimize the environmental impact. If burial is determined to be the method of disposal, Ecology will determine if the materials should be buried on site or transported to an offsite location. If the materials are transported to an offsite location, Ecology will identify the offsite location and make recommendations, in conjunction with the Washington Department of Transportation (WSDOT), regarding specific transportation requirements.
- c. Assists the Washington National Guard (WNG) in assessing the safety of disinfectants used for cleaning and disinfection of vehicles, equipment, and facilities.
- d. Provides personnel at the site of each destruction and disposal area. Ecology personnel will be qualified to make environmental assessments.

3. Washington Department of Fish and Wildlife

- a. Coordinates with WSDA and participates in the SSCDG as requested by WSDA, and as a responding agency if required. WDFW will provide advice on risks to wildlife and methods to mitigate these risks.
- b. Supports the law enforcement aspect of the restricted or quarantine area, if applicable.
- c. Initiates a surveillance program in the immediate vicinity of the outbreak and determines if the disease has spread to wildlife if the FAD is one that has a history of affecting wild animals. WDFW will initiate steps to prevent the spread of the disease to susceptible wildlife.

- d. Immediately notifies the WSDA, who will then activate the PSCDG, and SSCDG members as deemed appropriate, in the event that a FAD is first detected among wildlife.

4. Department of Health:

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Immediately upon being informed that a suspected FAD has been detected within the state of Washington, will determine the public health risk and impact, if any.
- c. Notifies the U.S. Centers for Disease Control and Prevention that an outbreak of a FAD has occurred within the boundaries of the state of Washington, inform them of the nature of the disease, its primary animal host, and if it is considered to be a health hazard to humans.
- d. Assesses the public health risk associated with burial or burning of dead and affected animals, and provide this information to the PSCDG.

5. Washington State Military Department, Emergency Management Division:

- a. The state EMD provides representation to the PSCDG when requested by WSDA.
- b. Assists WSDA in obtaining assistance from the WNG.
- c. Activates the state EOC when determined necessary by the PSCDG.
- d. Provides liaisons to other state, county, and local government agencies.
- f. Establishes procedures for documenting expenses.
- g. EMD will provide access to the Emergency Management Council (EMC), and federal agencies, other than the USDA, as required.

6. Washington State Military Department, National Guard:

- a. The WNG provides representation to the SSCDG when requested by WSDA.
- b. Activates appropriate members of the WNG as directed by the Governor of Washington. The following types of WNG members may be required:
 - 1) Military Police
 - 2) Heavy Equipment Operators
 - 3) Truck Drivers
 - 4) Helicopter Crews

- 5) Administrative personnel
- (6) Communications experts
- c. Assists local and county law enforcement, WSP, and WSDA personnel in the staffing of roadblocks and security at quarantine sites.
- d. Assists WSDA in the preparation of burial or incineration sites for dead animals or those to be humanely destroyed, and to assist local and county law enforcement, WSP, and WSDA personnel with security at burial or incineration sites.
- e. Assists WSDA and other responding agencies with the transportation of equipment, response personnel, and affected animals.
- f. Assists WSDA with the cleaning and disinfection of vehicles, equipment, and facilities.
- g. Assists with mobile communications systems in support of the plan.
- h. Assists in other missions that may be deemed essential by the PSCDG and approved by the Governor.

7. Washington State University

- a. **Washington Animal Disease Diagnostic Laboratory**
 - 1) Provides representation to the PSCDG when requested by WSDA.
 - 2) Provides diagnostic assistance as requested by a USDA ERT, if activated.
 - 3) Reports suspected FAD to the State Veterinarian or the USDA/APHIS AVIC.
 - 4) When there is a suspicion of a FAD in samples from provided by either local producers or local veterinarians, the samples need to be forwarded to the appropriate USDA/APHIS laboratory (Plum Island, New York, or Ames, Iowa). WADDL will have the responsibility to assure that their facilities are adequately quarantined and decontaminated if a FAD is diagnosed in samples submitted to their laboratory.
 - 5) Assists WSDA, when requested, with the collection and submission of appropriate samples for definitive diagnosis of suspected FAD.
 - 6) Assists WSDA and other state agencies in their efforts to combat the FAD.
 - 7) Coordinates with the USDA National Veterinary Services Laboratory and the USDA FADDL during the initial

investigative phase, as well as during the management phase of an outbreak.

b. College of Veterinary Medicine

The College of Veterinary Medicine will assist and advise the WSDA in clinical aspects of the disease and supply expertise in certain diseases.

c. Cooperative Extension Service

The Cooperative Extension Service will assist in educational efforts to notify the public and livestock industries about the nature of the problem.

8. Washington State Patrol:

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Provides roadblocks on state and federal highways in restricted or quarantined areas delineated by the PSCDG and/or the USDA.
- c. Assists local and county law enforcement, WSDA and WNG personnel in restriction of entry into the restricted or quarantined area.
- d. Performs other functions as requested by the PSCDG or, if activated, the state EOC.

9. Federal Agencies or Tribal Governments

- a. United States Department of Agriculture
 - 1) Animal and Plant Health Inspection Service
 - 2) Veterinary Services
 - 3) Plant Protection Quarantine (PPQ)
 - 4) Regional Emergency Animal Disease Eradication
 - 5) USDA-READEO for the Western Region
 - 6) VS Emergency Programs
 - 7) National Veterinary Services Laboratory
 - 8) FAD Diagnostic Laboratory
 - 9) U.S. Coast Guard
 - 10) U.S. Department of Commerce, National Marine Fisheries Service
 - 11) U.S. Customs
 - 12) U.S. Immigration and Naturalization Services
 - 13) Tribal Governments

- b. USDA, APHIS, VS Emergency Programs will assume a primary role for responding to a FAD emergency within a few days of diagnosis. Initial response of the USDA will be through the USDA-READEO for the Western Region. This Appendix provides for response actions prior to the full involvement of USDA, and also provides a framework for supporting the USDA once they are fully engaged through their emergency response structure. USDA will use the State Veterinarian as the primary contact point for WSDA. The State Veterinarian will serve as the WSDA representative in the USDA response system.
- c. In certain instances the U.S. Coast Guard, U.S. Customs, Immigration and Naturalization Service (INS) and USDA PPQ may be involved in response to a FAD exposure in this country or our bordering countries.
- d. Tribal governments and the U.S. Department of Interior will be engaged as appropriate to protect the rights of Native Americans.

10. Private Organizations and Businesses

- a. Producer Organizations
 - 1) Llama Owners of Washington
 - 2) Northwest Dairy Association
 - 3) Northwest Quarter Horse Association
 - 4) Washington Cattlemen's Association
 - 5) Washington Cattle Feeder's Association
 - 6) Washington State Dairy Federation
 - 7) Washington Fish Growers Association
 - 8) Washington State Pork Producers
 - 9) Washington Poultry Industry Representatives
 - 10) Washington State Horsemen
 - 11) Washington State Sheep Producers
 - 12) Washington Thoroughbred Association
- b. Allied Industries and Professions
 - 1) American Association of Zoological Parks
 - 2) Livestock Markets
 - 3) Livestock Slaughter Establishments
 - 4) Renderers
 - 5) USDA Accredited Veterinary Practitioners

- 6) Washington Livestock Marketing Association
- 7) Washington State Veterinary Medical Association
- c. Associated Councils, Boards and Advocacy Organizations
 - 1) Agricultural Animal Health Advisory Board
 - 2) Back Country Horsemen of Washington
 - 3) Livestock Identification Advisory Board
 - 4) Washington Beef Commission
 - 5) Washington Dairy Commission
 - 6) Washington State Fair Association
 - 7) Washington State Farm Bureau
 - 8) Washington State Grange
 - 9) Washington State Horse Council
- d. Private organizations have a great deal of interest in a response plan of this type since their livelihood may depend upon the outcome. In most cases a private entity, such as a local veterinarian, will be the first “on scene” and must make immediate decisions. A local veterinarian, as a veterinarian accredited by the USDA, APHIS, VS has the authority to verbally restrict movement of animals suspected of being affected with a FAD. The local veterinarian is then required to immediately notify the State Veterinarian who, with the assistance of the USDA-AVIC, determines the next appropriate action(s) to confirm or rule-out the presence of a FAD, and to restrict animal and, if necessary, people movement in and through the affected area.
- e. Private enterprises such as the WSVMA, producers, livestock markets, slaughtering establishments, renderers and the Agricultural Animal Health Advisory Board will be notified by the WSDA when an animal disease emergency exists. They will be encouraged to actively participate in an emergency response.
- f. These industry groups and others not fully identified at this time are expected to:
 - a. Maintain a list of resources and personnel available to assist state and local jurisdictions in the response and recovery phases in FAD emergencies.
 - b. Provide resources and personnel to state and local jurisdictions to assist in the response and recovery phases in FAD emergencies.
 - c. Participate as members of state and local jurisdiction planning teams.

- d. Support exercises and drills as a participant during the exercise and design period and conduct of the event, and by including the state and local jurisdictions in business and industry activities.

V. DIRECTION AND CONTROL

- A. The primary point of contact for activation of this Appendix is the State Veterinarian. The State Veterinarian will notify the members of the PSCDG and, if necessary, members of the SSCDG after consultation with the Director-WSDA and request convening of the members. If the situation is such that the state must get involved immediately, the Director of the EMD will request a proclamation by the Governor of a State of Emergency. This proclamation will make available the Governor's Emergency Fund and will activate all state resources as necessary.
- B. When the U.S. Secretary of Agriculture declares an emergency or extraordinary emergency, the USDA-READEO can be fully activated with funding made available from the Commodity Credit Corporation for indemnity.
- C. If and when an outbreak exceeds local and state capabilities and resources, the Governor may request a Presidential Declaration of either an Emergency or a Major Disaster.
- D. Local veterinarians, the WSVMA, animal control agencies, and the Humane Society will participate in emergency operations on a voluntary basis.

VI. ADMINISTRATION AND LOGISTICS

- A. The WSDA and the State Veterinarian, along with a number of other state agencies, will serve as members of the state EOC staff.
- B. Reimbursement of expenses will be in accordance with guidelines established in the RCW statutes and the WACs.
- C. All participating local, county, and state agencies will be responsible for maintaining a log of events and expenses in accordance with procedures established by the agency and approved by EMD. This log and a record of expenses will be made available to EMD upon termination of the emergency. Each organization will also maintain a Daily Situation Report (SITREP), which will be forwarded by facsimile to the state EOC, if activated, or the State Veterinarian, on a daily basis no later than 1600 hours daily. The period of the report shall be from 12 noon of one day to 12 noon of the next day.

VII. PLAN DEVELOPMENT AND MAINTENANCE

WSDA is responsible for the development and maintenance of this Appendix. Other members of the PSCD and SSCDG will review this Appendix on an annual basis or as necessary following the activation of this Appendix. Recommended changes by the PSCDG or SSCDG will be forwarded to the State Veterinarian.

APPENDIX 2 WASHINGTON ANIMAL RESPONSE MANAGEMENT TEAM

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Washington Military Department
Emergency Management Division
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State University, Cooperative Extension Service
Washington State Veterinary Medical Association
Animal Support Agencies and Organizations
Volunteer Organizations

I. INTRODUCTION

The purpose of the Washington Animal Response Management (WARM) Team is to coordinate the response of state agencies in assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention, and control of foreign animal diseases and diseases of public health significance. Another major concern is disposal of dead animals.

II. WARM TEAM STRUCTURE

- A. The WARM Team will be the coordinating body responsible for planning response to animal issues at the state level through the *Comprehensive Emergency Management Plan* (CEMP).
- B. The WARM members will consist of the following state agencies: Washington State Department of Agriculture (WSDA), state Emergency Management Division (EMD), Washington Department of Fish and Wildlife (WDFW), Washington State Department of Health (DOH), and Washington State University Cooperative Extension Service.
- C. Other member non-state agencies: Washington Animal Control Association, Humane Society and other animal advocate groups, Washington State Veterinary Medical Association (WSVMA).
- D. Other agencies, such as the American Red Cross; United States Department of Agriculture (USDA), Animal and Plant Health Inspection Services (APHIS) Area Veterinarian in Charge (AVIC); may be asked to participate in planning meetings, training, exercises and actual disasters.
- E. Local emergency management and animal response personnel will be included on the team when emergencies or disasters occur in a specific area.
- F. A member of WSDA will chair the WARM Team.

III. CONCEPT OF OPERATIONS

A. General

The coordination of state agencies involved in assisting local and volunteer agencies includes tasks before, during, and after a disaster where local resources are not sufficient and local governments request state assistance.

1. Coordinate and assist with emergency medical care for all animals, including commercial livestock, poultry, fish, and exhibition (racing) animals; zoo animals; laboratory and research animals; wildlife; and domestic pets.
2. Coordinate and refer volunteers and donated goods to the county. Coordinate efforts to provide water, food, and shelter and other physical needs to animals. Store and distribute animal food and medical supplies to the requesting county. When necessary, assist counties distribute supplies to animal caretakers/shelters.
3. Coordinate with public information personnel to ensure that information is provided on the location of animal shelters and other animal-related matters before, during, and after the disaster. Also, coordinate public education efforts, such as brochures distributed to veterinary offices. Abandonment of animals should be discouraged due to the welfare of both animals and the public. When necessary, assist with soliciting needed resources to fill shortages.
4. Coordinate efforts to rescue and capture animals including relocation prior to the disaster. Counties will identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.
6. Coordinate with DOH on the identification, prevention, and control of diseases of animals with public health significance, including epidemiological and environmental health activities.

B. Organization

1. Emergency Support Function (ESF) 25 is organized to ensure rapid response of animal care needs. The primary and support agencies, including local animal control, should have a thorough and up-to-date disaster plan. Each county should have a County Animal Emergency Coordinator (CAEC) contact person before contacting the state.
2. ESF 25 focuses primarily on emergency medical care, evacuation, rescue, capture, temporary confinement, shelter, provision of food and water, identification and tracking for reunification of owners with their animals and on disposal of dead animals.

3. The primary agency for Appendix 2 of ESF 25 is WSDA with direct contact for animal issues in the State Veterinarian's Office. WSDA personnel assigned will provide daily direction. This direction is limited to operation of the ESF 25, assignment of personnel to handle requests for assistance, and ensuring that requests for assistance are prioritized, met, and documented. The ESF 25 establishes coordination with other appropriate ESFs and will maintain open communications with these ESFs in both the planning and operational phases.
4. Support agencies will operate with the daily leadership of WSDA personnel. Support agencies will be appropriately assigned based on known capabilities and in accordance with their own operating procedures. Should a conflict arise between the primary agency and a support agency, the issue will be turned over to the Emergency Management Division (EMD) on-site Operations Officer for resolution.
5. The WDFW and WSDA provide sufficient personnel to staff the state Emergency Operations Center (EOC) 24 hours per day, seven days per week while operational or as requested by the EMD.
6. In coordination with WSDA, support agencies will be encouraged to develop plans that support the ESF 25 assignments.
7. The primary agency will participate in preparing disaster exercises as requested by the EMD. The support agencies will be requested to have a system in place for response of personnel to the disaster exercises.

C. Notification

1. Upon notification by the State Warning System of a potential or actual event requiring response, WSDA will notify all support agencies and organization members by telephone or through other communication facilities.
2. All support groups' contact persons will be instructed to alert their contacts throughout the state to ensure all available resources are on standby.
3. Other resource inventories will be confirmed for possible use.

D. Actions

1. Mitigation/Preparedness

- a. WARM Team will conduct training programs for county animal coordinators and other interested persons.
- b. WARM Team assists in releasing information on disaster planning and safety for animals through news releases or brochures.
- c. WARM Team maintains a database of all county animal emergency plans and all county animal emergency coordinators.

- d. WARM Team will develop and maintain an updated list of available animal shelters and confinement areas in Washington, including shelter for exotic or zoo animals. This list will be provided by county animal coordinators and will include personnel and resource information.
- e. When feasible, WARM Team will assist county animal emergency coordinators identify suitable facilities for shelters and confinement areas.
- f. The WARM Team expects county animal emergency coordinators to develop and maintain a list of local non-medical volunteers and agencies that will provide care assistance. The information available should list the type of service being offered, number of volunteers, resources available, contact person with telephone numbers and logistical abilities of each. This information should be forwarded to the primary agency for this ESF along with other lists and plans.

2. Response

- a. WARM Team will track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster. This tracking will be based on information provided by the county animal emergency coordinator.
- b. WARM Team will coordinate with ESF 5 – Information Analysis and Planning to provide information on the location and availability of shelter space, food, and water for animals.
- c. WARM Team will coordinate with ESF 11 – Food and Water and ESF 7 – Resource Support for storage sites and staging areas for animal food and medical supplies.

3. Recovery

- a. WARM Team will coordinate damage assessment through the CAEC.
- b. WARM Team will coordinate with the CAEC on assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
- c. WARM Team will be kept informed by the CAEC of the closing of animal shelters or confinement areas, personnel status, and supplies as the need diminishes.
- d. WARM Team will assist support agencies for long term maintenance, placement, or disposition of animals, which cannot be returned to their normal habitat are separated from their owners.

- e. WARM Team, CAEC, and support agencies will coordinate on animal medical services needed for remaining animals in animal shelters and confinement areas.
- f. WARM Team will coordinate with ESF 1 – Transportation, ESF 3 – Public Works and Engineering, and ESF 8 – Health and Medical Services for the removal and proper disposal of animal waste and dead animals.

E. Direction and Control

1. It is assumed that the following activities have occurred prior to initiating the actions outlined in this document:
 - a. That the local government has taken all necessary actions to respond to the emergency prior to requesting assistance from the state.
 - b. Local government has responded to the emergency by activating its emergency response plan and response teams.
 - c. Local government has called upon its local resources, implementing mutual aid and cooperative agreements for additional services and personnel.
2. During a disaster, if local resources are insufficient to meet existing needs, local county governments may request state assistance. When official state assistance is not requested, cities and counties may access information and/or direction from the WARM Team by contacting WSDA, Animal Health Program. The WARM Team will assist local governments coordinate with other state agencies as needed.
3. WSDA is the primary agency for the WARM Team, with responsibility for animal issues in the State Veterinarian's Office based on the authority for actions required in an emergency designated in the Washington Animal Health Law Chapter 16.36 RCW.
4. WSDA will activate ESF 25 when requested by EMD.
5. WSDA will request assistance from EMD and support agencies in the event of a foreign animal disease or any disease outbreak that requires a quick response and assistance from other state agencies (Appendix 1).
6. WARM Team response activities are coordinated through the state EOC.
7. The CAEC or person designated by the county emergency management director or coordinator will be the contact for the WARM Team at the local government.
8. During a state response, national animal rescue and support groups shall respond only when requested by WARM under the Standardized Emergency Management System. These groups shall operate under the

direction of the local incident commander or CAEC in accordance with the incident command structure established for that incident.

IV. RESPONSIBILITIES

A. Primary Agency: Washington State Department of Agriculture

1. Coordinates the availability of resources by maintaining lists of CAECs and WSVMA volunteer county veterinary coordinators.
2. When the information is provided by each CAEC, WSDA may coordinate the availability of resources by maintaining the following:
 - a. A list of shelters and confinement areas for each county.
 - b. A list of food and water sources for each county.
 - c. A list of county animal emergency coordinators.
3. Establishes a protocol for prioritizing decision making during response activities.
4. With the assistance of EMD, and their Public Information Officer (PIO), shall release information on disaster planning and safety for animals through news releases and/or brochures.
5. WSDA may conduct training for CAEC, volunteer county veterinary coordinators, and other interested persons.
6. In coordination with WSVMA and Washington State University College of Veterinary Medicine, may develop and maintain a list of volunteer county veterinary and non-veterinary coordinators to provide assistance to the WARM Team. The list may include information on the type of service being offered, number of volunteers, resources available, contact persons with telephone numbers and logistical abilities of each person.
7. Coordinates with WSDA personnel to develop roster for 24 hours per day, seven days per week staff coverage of the state EOC.
8. Prepares status reports.
9. Coordinates activities with other ESFs.
10. Coordinates animal issues during multi-state disaster responses with Federal Emergency Management Agency (FEMA) or other state emergency management agencies.
11. Reviews and updates ESF 25 with the assistance from the WARM Team.

B. Support Agencies

1. Washington Emergency Management Division

- a. Assists WSDA in the coordination of resources during a response.
- b. Assists WSDA in coordinating damage assessment.
- c. Assist WSDA in releasing information on disaster planning and safety for animals through news releases and/or brochures.
- d. Participates in disaster preparation exercises in conjunction with WSDA.

2. Washington State Department of Fish and Wildlife

- a. Assists permitted facilities in the location of suitable alternative housing for their restricted species.
- b. Conducts inspections and assist in the evaluation of confined wildlife and exotic animals including, but not limited to those held under WDFW permits.
- c. Assists with the assessment of lost or escaped captive wildlife, exotic animals, oil soaked birds or other species as deemed appropriate.
- d. Coordinates the use of specialized personnel and equipment to recapture potential dangerous escaped captive wildlife and exotic animals.

3. Washington State University, Cooperative Extension Service

- a. Identifies and educates animal owners on disaster planning for animals.
- b. Assists CAEC in locating shelter areas for livestock during development of the county/local plan.
- c. Assists CAEC in sheltering livestock during training exercises and actual disasters.

4. Washington State Department of Health

Coordinates with WSDA to diagnose, prevent and control zoonotic diseases and other animal related conditions of public health significance.

5. Animal Support Agencies and Organizations

- a. Identifies possible locations within the county for emergency animal shelters and confinement areas.

- b. Maintains a list of local sources of food and water for sheltered and confined animals.
- c. Maintains a list of local transportation resources.
- d. Establishes an adoption procedure consistent with local statutes for unclaimed animals.
- e. Develops plans and agreements for the disposal of animal carcasses and animal waste.
- f. Request assistance through the local Emergency Operations Center when local resources are insufficient to meet needs.
- g. Coordinates trained volunteers through the local EOC.
- h. Provides identification and documentation of injuries and deaths of animals rescued and sheltered as a result of a disaster.
- i. Provides damage assessment personnel, when requested, may work through WARM and state EOC, to assist in determining what resources may be needed from outside the local Operational Area.
- j. Delivers services and other forms of assistance in coordination with the county animal coordinator, when requested, and may work through WARM and the state EOC.

6. Washington State Veterinary Medical Association

- a. Appoints a designated representative for coordinating with WSDA for veterinary medical support during a disaster.
- b. Coordinates volunteer veterinarians and technicians to provide medical care.
- c. Provides documentation of injuries and deaths of animals under the care of the veterinary disaster team.

7. Volunteer Organizations

- a. Provides registered and trained disaster service workers who volunteer as personnel to support WARM.
- b. Provides additional resources.

V. FINANCIAL MANAGEMENT

WARM participants should keep complete and accurate records of all costs incurred in the disaster, should there be funds available to reimburse expenses. See Appendix 5 Administration to the CEMP.

VI. REFERENCES AND AUTHORITIES

RCW 43.06.010(12) Governor's General Powers and Duties
RCW 38.52 Emergency Management
State Agency Emergency Plans

APPENDIX 3 DEAD ANIMAL DISPOSAL

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Office of the Attorney General
Department of Ecology

I. INTRODUCTION

- A. Dead animals are defined as all animals that may die or be killed for other than food purposes. The carcass of any dead animal shall be removed and disposed of by burial, incineration or rendering within 24 hours after death. If buried, the carcass shall be placed so that every part is covered by at least two feet of earth (WAC 246-203-120 (3)).
- B. RCW 16.68 states that the livestock that have died or been killed on account of disease need to be placed so that every part is covered by at least three feet of earth at a location not less than 100 feet from any well, spring, stream or other surface waters and in a place not subject to overflow. Any animal found dead shall be presumed to have died from and on account of disease.
- C. In all cases of death from communicable disease, buried carcasses need to be thoroughly enveloped in unslaked lime (lime or quicklime is calcium oxide; slaked lime is quicklime that is chemically combined with water or moist air).

II. RESPONSIBILITIES

- A. Responsibility for proper disposal of dead animals (WAC 246-203-120):
 - 1. The owner of the animal when ownership can be determined.
 - 2. The owner of the property on which the dead animal is found, if on private property and ownership cannot be determined for the animal.
 - 3. The county board of health at public expense if found on any street, alley or other public place and the owner cannot be determined for the animal.
- B. The owner of the dead animal who knowingly leaves or causes to be left a carcass or any portions of a carcass within a watershed in such a condition as to any way corrupt or pollute the water supply shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$500.00 (RCW 70.54.030).
- C. Food Safety and Animal Health Division, Washington State Department of Agriculture, maintains a list of licensed independent collectors and licensed renderers. For more information on these listings, contact (360) 902-1878. Counties should maintain a list of private contractors who can properly clean up, load, and dispose of this type of solid waste.

APPENDIX 4 FISH AND WILDLIFE

PRIMARY AGENCY: Washington State Department of Fish and Wildlife

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Health
Washington State Diagnostic Disease Laboratory
Washington State Veterinary Medical Association
United States Department of Agriculture
Animal Support Agencies and Organizations

I. PURPOSE

The purpose of this Appendix is to provide wildlife expertise and information to involved agencies in the event a foreign animal disease threatens or extends to free ranging wildlife populations.

- A. This Appendix will be the coordinating body responsible for dealing with a threat or actual outbreak or foreign animal disease in free ranging wildlife.
- B. The Director of the Washington State Department of Fish and Wildlife or his designate will chair this Appendix. Representatives of the support will comprise the Wildlife Committee.
- C. Other non-government organizations as the Humane Society, Progressive Animal Welfare Society, Washington Animal Control Association, and other animal advocate groups may be consulted.

II. RESPONSIBILITIES

- A. Establishes and maintains channels of communication with state and federal agencies which are dealing with the disease outbreak in domestic animals.
- B. Maintains an awareness of wildlife conditions in the region and is familiar with species of wildlife having emergency animal disease significance.
- C. Is familiar with the topography, wildlife density, and methods of control and dispersal of wildlife.
- D. Reviews maps showing locations of wildlife populations. If wildlife becomes involved, recommends the general area to be included in the quarantine and buffer zones around the outbreak.
- E. Determines the need for personnel for administration, diagnosis, depopulation, disposal, and enforcement in the event of an emergency animal disease outbreak involving wildlife.

- F. Establishes procedures for conducting surveys of the wildlife populations in an outbreak area to determine incidence of disease.
- G. Will identify methods of humane collection and preservation of specimens for laboratory analysis.
- H. Will determine which species are becoming ill or dying.
- I. Plans for collection of diagnosis specimens and identifies laboratories where needed tests can be conducted in a timely manner.
- J. Directs and coordinates efforts to control and depopulate a specific game animal in a given area.
- K. Advises and assists in depopulation of uncontrolled and unconfined non-game species.
- L. Plans and coordinates for the deposition of diseased carcasses.
- M. Identified wildlife rehabilitators, which might be of service.
- N. Prepares news releases giving justification for testing and killing wildlife if indicated.
- O. Will be prepared to conduct public meetings and respond to animal rights advocates.
- P. Cooperates with state and federal disease reporting personnel by submitting required reports in a timely manner.

**ANNEX A
TERRORISM**

PUBLISHED SEPARATELY

RESTRICTED DISTRIBUTION

EXEMPT FROM PUBLIC DISCLOSURE IN ACCORDANCE WITH RCW 42.17.310(1)(ww)